

## STEPS

### Science & Technology Evaluation & Planning System

## DESCRIPTION

A system for the storage, retrieval and machine manipulation of information pertinent to DD/S&T's active and inactive R&D, analysis, service, and similar contracts has been operating since early 1965. System design and programming have been directed toward the development of a data base which will permit management and project officers to retrieve a variety of facts pertinent to contracts, to assess the effectiveness of contract actions versus cost, and to insure that problem areas, principally, defined as failure to meet delivery and expenditure schedules, are recognized early in the contract life. The system permits the Project Officer and management to make more timely decisions, to obtain a better and less costly product and to direct the R&D program on a more professional basis. The inherent nature of the computer capability further permits a quick response to a great variety of questions frequently posed by all levels of Agency management, and by Congress. This capability also frees the Project Officer from the task of preparing a response to many routine questions.

STEPS represents a refinement primarily in terms of greater flexibility of data manipulation and the production of summary information for management decision-making at the highest Agency levels. That the system may seem to focus too much emphasis at the level of individual contract details merely reflects two of the complex factors involved in developing and operating a desirably simple but effective information system. First, most of the details are not captured and stored by any other automated system. Second, and most significant, to a great extent this degree of detail for such external actions is required at all stages of the programming process. STEPS is designed to capture data at inception as planning data and follow them through, with appropriate evaluation and feedback

events, to the completion of contracts. Except for the cost of personal services and similar more or less fixed administration costs, the largest portion of DD/S&T financial resources is allocated to external contracts for RD&E, analysis, operations, equipment rental, etc. It is in this area that the management functions of planning, control, and evaluation are most dynamic; requiring not only a planning-programming-budgeting system but a related and flexible computer-based management information system. The predecessors to STEPS have fulfilled this requirement to a degree, sometimes much too limited.

STEPS is a repository of very important, potentially useful data. It can serve basic management needs of contract monitors and Division Chiefs, as a complete and current record of program progress and status of funds. It can answer higher management requirements, i.e., Office Directors and the DD/S&T, for exception reports which permit management to be aware of and anticipate program and fiscal problems. As an encyclopedia of valuable data it is rapidly accessible and has fast retrieval capability as well as continuous updating to keep the data base current.

STEPS is maintaining compatibility with other Agency systems and when it becomes feasible, STEPS will be the single entry point for DDS&T and will direct the data to the applicable system requiring the data, CONIF, GAS, etc. With this in mind, where applicable, Documents/Systems that required data stored in STEPS, procedures have been written to meet these requirements, thus reducing considerably the paperwork and duplication of data entry.

STEPS has five (5) major files: Project, Contract, Reports, Task, and SPA (Special Projects and Activities), which is under separate cover. Each project or major undertaking can be comprised of 1 or more contracts. Each contract will have a corresponding report file which will contain many progress reports for the contract.

#### RESPONSIBILITY

The Project Officer participates in the continuous cycle of planning, programming, and budgeting for projects and contracts. He provides information for adding to, deleting from or revising information on the proposed project at any time these needed changes become evident.

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Although [REDACTED] designates the contracting officer responsible for the administration of contracts, the Project Officer is responsible for providing technical guidance, supervision and inspection of contracts. For this reason the Project Officer is responsible for the input of the required data to STEPS. It is true he knows the data he is entering, but who will know it when he has been reassigned, even if he remains will he remember the details in 3 or 4 years.

STEPS is designed so the administrative work of the Project Officer may be reduced while allowing statistical, as well as detailed data to be compiled and to improve further the contract effort without burdening the Project Officer.

#### REPORTS

STEPS reports have been kept general and at a minimum, as a management information system rather than a data processing system. STEPS does not attempt to generate large reports on a regular basis for anybody. Each user (office) has the capability to generate reports to meet their specific needs. Recent numerous requests from the Senate, the House, and FOIs concerning contract activities related to the DD/S&T have proven STEPS with its quick accessibility to be of real value and indispensable as an information tool in support of DD/S&T management for ad hoc reports. STEPS report capability is limited only by the user, as long as the query is logical and the data is stored in STEPS.

#### SECURITY AND CONTROL OF DATA BASE

Each office only has access to its own data. The office is responsible for the initial input and its maintenance through current updating. Each office has a STEPS coordinator to provide guidance to the office users. The Data Base Manager is also available for assistance. Only the STEPS Data Base Manager has access to all contractual information. Any request which requires data from another office's file must be directed to the STEPS Data Base Manager either in person or by phone.

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The Office STEPS coordinator will direct all requests for new user access to the STEPS Data Base to the Data Base Manager for authorization.

#### RELATIONSHIP BETWEEN STEPS AND OTHER AGENCY SYSTEMS

The Contract Information System (CONIF) was created to provide management and administration information to the Office of Logistics about Agency-funded contracts negotiated by OL's decentralized procurement teams. The procurement teams in the DDS&T are responsible to the Director of Logistics for the input of required data.

The Financial Resources System (FRS) was created for the Agency Comptroller to facilitate the management cycle in which the major role of management is perceived to:

1. Establish objectives and priorities.
2. Acquire and use resources to achieve objectives.
3. Evaluate the results.

The Budget Officer in each DDS&T office is responsible to the Office of Comptroller for input of required data.

The General Accounting System (GAS) was created for the Office of Finance to provide the Agency with an accounting system capable of responding to Agency needs in a more timely fashion and providing information to management on both a regularly scheduled and ad hoc basis. The Budget Officer in each DDS&T office is responsible to the Director of Finance for input of required data.

STEPS was created to provide planning, management, evaluation, and administrative information to the Director of Science and Technology about all contract actions involving the Directorate. The Project Officer in each DDS&T office is responsible to the Director of DDS&T for the input of data.

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The four above systems were created specifically to achieve different end results although the systems duplicate data. STEPS and the three above systems have approximately 30 data elements in common. Of these STEPS being a Directorate system logically has the data first for all but six of the data elements. STEPS was designed to be compatible and is capable of interfacing with the above three systems.

# GUIDELINE FOR REQUIRED CONTRACTS

The guideline for input into the STEPS data base is all contractual actions involving DDS&T regardless of dollar value or whose funds. As a general rule, but not limited too, the contractual actions will have a financial accountability to one of the following sub-object classes:

SUB-OBJECT CLASS (S.O.C.)	TITLE OF CLASS
2355	Equipment
2358	ADP Equipment
2501	Repair, Renovation, and Maintenance
2502	Repair and Maintenance - Furniture and Equipment
2503	Repair and Maintenance - ADP Equipment
2530	RD&E
2534	External Research and Analysis
2540	Miscellaneous Contractual Services - Non Government
2541	Miscellaneous Contractual Services - Other U.S. Government Agencies
2543	ADP Contractual Services
2546	Miscellaneous Contractual Services - Department of State

The subobject class reflects the nature of the goods and services acquired (ADP equipment, RD&E) as distinguished from the program or end-purpose for which they are used.

## STEPS HANDBOOK

### PREFACE

This handbook has been prepared to familiarize all DDS&T users with the requirements and benefits that are achievable through STEPS.

The STEPS users are the following:

1. The user (input and retrieval specialist) who needs instructions for the inputting and retrieval of data via the on-line terminal to the STEPS Data Base.
2. The Project Officer who is the user with the full understanding of the contractual activities he is responsible for and who needs to relate these to the requirements of STEPS.
3. Individuals at management levels are users who need to be aware of the data retrievable from STEPS.

In order to accomplish the objectives of STEPS, the Deputy Director of Science and Technology desires that each office in the Directorate comply with the STEPS requirements of data input and maintain the data current.

Any questions pertaining to this handbook may be addressed to the STEPS Data Base Manager, [REDACTED] who prepared this handbook.

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[REDACTED]  
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Associate Deputy Director  
for  
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## STEPS HANDBOOK

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## CHRONOLOGICAL ORDER OF INPUT

### 1. PROJECT DATA

This information is entered into the STEPS Data Base after the Program Submission for the coming fiscal year.

- a. A new project requires all initial data be entered.
- b. A continuing project requires only FY (fiscal year), POPAMT (project operating amount), and any other changes that have occurred.

A new project may be entered at anytime with all of the required initial data.

### 2. CONTRACT LIFE-CYCLE

This covers the information entered into the STEPS Data Base as a contract is planned through the completion of the contract. This is entered into the applicable file (CONTRACT, REPORTS, TASK, and STASK).

#### a. PLANNED

This information input into STEPS varies from Office to Office. General rules are:

- 1) NON-R&D contractual data is entered at the same time as the project data.
- 2) R&D contractual data is entered prior to the applicable quarterly review in which approval for the proposed contract will be requested.

#### b. IN PROCESS

Begins with the input of information to the Contract and Reports files as required before generating a Request for Procurement Services (2420) or other applicable form, i. e., Memo to Finance, required for a contractual action. Also generate APOD for Budget Officer.

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c. ACTIVE

Upon receipt of the negotiated contract update CONTRACT, REPORTS, and TASK files.

d. COMPLETE

There are many changes that can occur during a contract's tenure which will require updates to the contract and reports files, such as changes in project officers, overruns, extension, change-in-scope, and reporting on a contract. The STEPS Data Base is to be updated as the changes occur. Upon receipt of a notification from the project officer that the work has been completed, update CONTRACT, REPORTS, and TASK file.

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#### REPORTS AVAILABLE THROUGH RETRIEVAL

The following are examples of inquiries that are useful to all levels of management but may be changed to satisfy the needs of the requester.

##### 1. PLANNING INFORMATION SUMMARIES

- a. By subcategories and elements in terms of dollar value.
- b. Distribution of R&D among the various planning categories and elements.
- c. Distribution of Non-R&D among the various planning distribution by Project Officer/Branch/Division and Office.
- e. Summary of contracts by office planned for a quarter indicating contractor, title, planned amount and planned date.

##### 2. SUB ELEMENT SUMMARIES

- a. Number of contracts.
- b. Number of companies.
- c. Average dollar value of contracts.
- d. Distribution of Phase of R&D among Project Officer/Branch/Division and Office.
- e. Distribution of Phase of Non-R&D among Project Officer/Branch/Division and Office.

##### 3. SYSTEM

- a. Number of contracts.
- b. Number of companies.
- c. Average dollar value of contracts.
- d. Distribution of phases of R&D among Project Officer/Branch/Division and Office.

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4. TYPE OF WORK SUMMARIES

- a. Contracts
- b. Number of Companies
- c. Average dollar value
- d. Distribution of Project Officer/Branch/Division and Office.

5. OVERRUN/SCHEDULE SUMMARIES

- a. Percent of dollar value (time), actual value (time), and percent of contract distribution by Project Officer/Branch/Division and Office.
- b. Distribution by company, type of work.
- c. Contracts with overrun.
- d. Contracts with overrun anticipated.
- e. Contracts with schedule problem.
- f. Contract with unsatisfactory performance.
- g. Contracts delinquent over 60 days.

6. PERFORMANCE SUMMARIES

- a. Distribution of Project Officer's ratings by Project Officers (these can be provided to the Office to assist in guiding the project officer in evaluation).
- b. Normalized contractor evaluations.
- c. Distribution of all ratings by the Project Officers.
- d. Distribution of contractor's performance
- e. Correlation of overrun/schedule data versus ratings.

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7. FISCAL SUMMARIES

- a. Percent of dollar value of in-force contracts.
- b. Percent and dollar value spent which is non-recoverable.
- c. Costs savings.
- d. Dollar value distribution of contracts.
- e. Average value of contracts by Project Officer/Branch/Division and Office.
- f. Distribution of funds by type contract and type work, planning category.
- g. Reprogramming.
- h. Comparison of Project Budget, Operating Amount, Actual, Planned Amount.

8. ADMINISTRATIVE SUMMARIES

- a. Type of contract by Project Officer/Branch/Division and Office.
- b. Planning category distribution.
- c. Type of work distribution.
- d. Type of contract distribution.
- e. Distribution of contractor among offices in terms of number of contracts and dollar value.
- f. Time to place and time to negotiate summaries by type of contract.
- g. Geographical distribution by State in both numbers of contracts and dollar values.
- h. Contracts GT 250,000.00
- i. # & \$ value for top 10 contracts (active contracts).
- j. # & \$ value for top 10 contractors since beginning of Data Base.

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- k. # & \$ value of contractual action per month.
- l. # & \$ value distribution between HQ and WC.
- m. Monitoring performance of Key Systems.
- n. How many contracts with TRW, TI, Etc. How much committed, how planned.
- o. Contracts in process over 60 days.
- p. Contracting status
  - Planned (current year)
  - In process (current year)
  - Active (current year)
  - Active (prior year)
  - Completed (current year)

#### 9. HISTORICAL SUMMARIES

Provisions have been made to supply trends over several years to provide information such as the following:

- a. Dollar trends by planning category, type of work, contractor, average contract value, number of contracts per Project Officer, number of companies.

- b. Performance.

SEE RETRIEVAL (SECTION VIII) for detailed statements to retrieve the above information.

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### STEPS SIGNON/SIGNOFF PROCEDURES

The SIGNON PROCEDURE for accessing your data via GIM-II is as follows:

1. The following Indicator Panel Lights MUST BE ON:

- A. POWER ON
- B. ON-LINE
- C. TTY

2. Type on screen

SIP

Depress ENTER KEY

3. The terminal will respond with one of the following messages:

- A. NO TERMINAL RESPONSE

This indicates that GIM-II is down. You may call the DAC Trouble Desk for information as to the status of the system.

- B. INVALID ENTRY

\*LINE #n COMTEN #n  
PLEASE ENTER SWITCHING CHARACTERS

This message indicates that the entry was invalid, check the Indicator Panel lights that must be on, repeat 2 above. If you continue to receive this message call the DAC Trouble Desk, [REDACTED] as there is a problem with your terminal or the lines.

- C. BUSY TRY LATER

\*LINE #n COMTEN #n  
PLEASE ENTER SWITCHING CHARACTERS

This message indicates that all the available lines to GIM-II are in use, wait a few minutes, repeat 2 above.

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D. NO LINES READY

\*LINE #n COMTEN #n  
PLEASE ENTER SWITCHING CHARACTERS

This message indicates that GIM-II is down. You may call the DAC Trouble Desk for information as to the estimated time the system will be back in operation.

E. TERMINAL OPEN

This message indicates that you may continue with your signon procedures.

\*n denotes Line Number and Comten Number for your terminal.

4. Type on screen

SIGNON DB "STEPS" ORG "X" OPER "Y"

X is your Organization Name

Y is your USER ID

Depress ENTER KEY

5. The terminal will respond with one of the following messages:

A. DATA BASE NOT ENABLED OR SCHEDULED FOR TERMINATION

You may call the DAC Trouble Desk or the STEPS Data Base Manager for information as to when the Data Base will be in operation.

B. ENTER PASSWORD

6. Type on screen

YOUR PASSWORD (It should not display on the screen)

Depress ENTER KEY

7. The terminal should respond with

SIGNON PROCESSED DATE=12/12/12, TIME=12/1234

\*\*\*\*WELCOME TO THE STEPS DATA BASE\*\*\*\*

Last Session was '12/12/12\*12/12'

Messages from Data Base Manager

- NO MESSAGES ON (ORG) QUEUE  
\* YOUR HIT FILES HAVE BEEN REASSIGNED FROM YOUR LAST SESSION.  
THEIR NAMES ARE HITA85 AND HITB85  
COMPLETED 123456.123

\*If all the Hit Files are in use you will receive the following message

7060 HIT FILES FOR DEVICE DO NOT EXIST. SEE SYSTEMS PERSONNEL

You now have access to the STEPS Data Base and may proceed with your terminal session (input (initial or update) and/or retrieval). If at any time during a terminal session you receive the following message:

UNRECOVERABLE ERROR HAS OCCURRED

STOP AT ONCE

1. Print what is displayed on the screen
2. Call the MIO or the DAC trouble desk to report receiving the above message.

When your terminal session is complete, you must SIGNOFF the GIM-II system. Failure to do so is a SECURITY VIOLATION. The SIGNOFF PROCEDURE is as follows:

1. Type on screen

SIGNOFF

Depress ENTER KEY

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2. The terminal should respond with statement recognition, screen should clear and the following message should appear at the upper left of the screen:

TERMINAL CLOSED

LINE #n COMTEN #n

PLEASE ENTER SWITCHING CHARACTERS

DO NOT LEAVE THE TERMINAL UNTIL THE CLOSING STATEMENT APPEARS ON THE SCREEN.

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### LIST OF FREQUENTLY USED STEPS TERMS

1. GIMS

Generalized Information Management System, an interactive computer program for the storage and retrieval of data. All terminal communication with STEPS is handled by GIMS, Production 1 (PROD 1).

2. COMTEN

A device which allows the user to communicate with more than one computer. SIP specifies to the COMTEN that the user needs access to the computer utilized by STEPS.

3. TERMINAL

A device by which a user to have on-line computer communicates with STEPS through GIMS, by entering, one-at-a-time statements. STEPS responds to these statements by executing the requested service (If statement syntax is correct) or by displaying an error message (If statement syntax is not correct).

4. USER ID

Also called operator is obtained from the Data Base Manager. A user must have an ID and a password to communicate with the computer from your terminal.

5. PASSWORD

A password is assigned at the same time as the user ID. A password is known only to the user concerned.

6. DATA BASE

A collection of related files for a particular application. STEPS is a Data Base.

7. FILE

A collection of related records of information. Your files are:

CODEPROJECT  
CODECONTRACT

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CODEREPORTS  
CODETASK  
CODESTASK

Your code name will replace the word CODE.

8. \_\_\_\_\_ (Fill in your CODE name here).

This is the code name of your files.

9. RECORD (ITEM)

A collection of related fields of information for each individual project, contract or report.

10. ID (RECORD/ITEM)

This is the control number.

11. FIELD (ATTRIBUTE)

An individual unit of information for a project, contract or report, such as project name (PNAME), contract title (CTITLE) or project officer's evaluation (POEVAL). PNAME, CTITLE and POEVAL are the field names. The information stored in the field is the field-value.

12. PARENT/CHILD FIELD

A parent-field controls one or more fields which is related to it. Fiscal Year (FY) is a parent, with contract stage (CSTAGE) contract planned amount (COPAMT), obligation (OBLIG) and original amount (ORIGAMT) being a child-field.

13. UPDATE

Adds, changes or deletes information stored in the STEPS Data Base. All updates are entered via menus.

14. MENU

Menu is a terminal displayed form which makes inputting of information a fill-in-the-blanks.

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15. PROCEDURE

A STEPS procedure is a computer program. It is used to perform one or more tasks. Example displaying a menu on the terminal screen, read and act upon the data which has been entered in the menu.

16. RETRIEVAL

Having information stored in the STEPS data base to be displayed on the user's terminal in responses to queries. See Section VIII Retrieval.

17. QUERY

A statement that requests STEPS to search one or more records according to specified guidelines and display the information on the terminal.

18. SYNTAX

The order in which a statement must be structured to communicate with STEPS.

19. CURSOR

The cursor is a non-destructive underline that blinks and denotes position on the screen as to where the next character will be.

20. SOM

This denotes the START OF MESSAGE. It is displayed on the screen as a solid square ■.

21. EOM

This denotes the END OF MESSAGE. It is displayed on the screen as an upward arrow ↑.

22. ETX

This denotes the END OF TEXT. It is displayed on the screen as 2 vertical bars ||. If the CURSOR is at this position on the screen there is no need to enter the EOM as this also denotes the END OF MESSAGE.

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23. HIT FILES

A temporary file created by the user for use during a terminal session and is erased when the user signs off the data base.

24. INVERT FILE

A temporary file created by the user and stored until the user deletes the file.

25. ORDER

Is to put selected data in a specific sequence.

26. CREATE

Serves to create a file that does not exist.

27. LINK

Temporary joining one file to another file for query purposes.

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## GENERAL COMMANDS

### USNAP

This will display a list of all users signed on the GIM System giving the Organization, Operator, Unit ID, Data Base Name, Signon Time, Time of Last Statement, Current Statement Number, Wait Code.

1. Type in

USNAP

2. Depress ENTER KEY

Terminal will respond with

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### SEND '\*-P'

This will take the user out of paging mode and put him in scrolling mode. You are in the scrolling mode when you signon to the STEPS Data Base.

Paging - all data is organized into pages. At the end of a page, the terminal screen appears to "flip" to the next page.

Scrolling - all data is one continuous series of lines of data. When the terminal screen in full the terminal will move the lines of data up one line.

1. Type in

SEND '\*-P'

2. Depress ENTER KEY

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Terminal will respond with

STATEMENT=123456.123, DATE=M/D/Y, TIME=12.1234, USER=Organization

SEND '\*+B'

This will put the user in big buffer mode. If an input line is longer than 200 characters (about 2 1/2 lines) this command must be issued. To exit from big buffer mode issue SEND '\*-B'. DO NOT remain in big buffer mode any longer than is necessary as response time is slowed. NOTE: When using a MENU (Format Mode) the system takes care of this command.

1. Type in

SEND '\*+B'

2. Depress ENTER KEY

Terminal will respond with

STATEMENT=123456.123,DATE M/D/Y, TIME=12345, USER=MIO (User  
Organization)  
MESSAGE

COMPLETED 123456.123

DISPLAY ALL

This puts the user in receive only mode. This is used when sending and receiving messages. To return to the normal mode hit the enter button and type CT.

1. Type in

DISPLAY ALL

2. Depress ENTER KEY

Terminal will respond with

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STATEMENT=123456.123, DATE=M/D/Y, TIME=12345, USER=MIO

COMPLETED 123456.123 (The cursor will stay at this position until the ENTER KEY is depressed, then it will move to left margin, proceed with message).

To exit from this mode

1. Type in

CT

2. Depress ENTER KEY

#### SETLINE

This will change the line length from the normal 80 characters to the specified length or 131 characters. This is usually used in printing a listing on the high speed printer.

1. Type in

SETLINE "131"

2. Depress ENTER KEY

Terminal will respond with

STATEMENT=123456.123, DATE=M/D/Y, TIME=12345, USER=MIO (Your Organization)

MESSAGE

COMPLETED 123456.123

#### ROUTE

Will send your terminal statements and results to the destination you specify, this maybe another organization (user) or a high speed printer.

- A. To send copy to another organization (user) no one in the specified organization needs to be signed on.

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1. Type in

ROUTE MIO

2. Depress ENTER KEY

Terminal will respond with

STATEMENT=123456.123, DATE=M/D/Y, TIME=12345, USER=MIO

MESSAGE

COMPLETED 123456.123

Continue with terminal session

All statements entered and responses will be routed to the specified organization (user) until the route is turned off.

To turn ROUTE off

1. Type in

ROUTE

2. Depress ENTER KEY

Terminal will respond with

STATEMENT=123456.123, DATE=M/D/Y, TIME=12345, USER=MIO  
(Your Organization)

ROUTE list deleted.

- B. To ROUTE to a high speed printer

1. Type in

ROUTE\*A

2. Depress ENTER KEY

Terminal will respond with

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STATEMENT=123456.123, DATE=M/D/Y, TIME=12345, USER=MIO  
ROUTE list established

3. You may now enter the following as required.

a) SETLINE "131"

b) COMMENT

Several comments may be entered on your listing.

EXAMPLE

Type in

COMMENT CONTRACTOR listing for 15 Nov 76.

Depress ENTER KEY

The terminal will respond with

STATEMENT=123456.123, DATE M/D/Y, TIME=12345, USER=ORG

COMPLETE 123456.123

c) As many query statements as required.

When you have finished and wish the printing to start  
enter one of the following commands.

1. Type in one of the following print commands.

Print (for DAC printer)

Print4 (for Ames printer\*)

Print3 (for C of C printer\*)

Print5 (for Page printer\*)

(This command actually prints the forms on the high  
speed printer.)

\*Before starting ROUTE the DAC, 6816, must be notified to  
start specified printer.

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2. Depress ENTER KEY

The terminal should respond with

111 MESSAGES MOVED TO PSEUDO PRINT QUEUE

Type in

3. ROUTE

(This stops the printing at the high speed printer.)

4. Depress ENTER KEY

The terminal should respond with

ROUTE LIST DELETED

COMPLETED 123456.123

- C. Route to local printer (TI) which is located in the same area as the terminal. It is used to obtain a printed copy of the data on the terminal screen.

1. Turn TI power on
2. Indicate which portion of data you would like printed. This is indicated by moving the cursor and placing a SOM (start of message) character in front of the first character you would like printed and an EOM (end of message) character at the end of the last character you want printed.
3. Depress the PRINT KEY. The Xmit light on the indicator panel will stay on until printing is complete and you will see your data being printed on the TI.
4. Use paper advance lever on the TI to advance the paper forward a few lines, then tear the paper from the printer.
5. To print all the terminal memory rather than a specific message.

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- a. Depress PRINT KEY, hold down the CONTROL KEY at the same time.
- b. Use paper advance lever on the TI to advance the paper forward a few lines, then tear the paper from the printer.

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## INTERRUPT COMMANDS

### INTERRUPT MODE

Whenever a statement is pending completion (has not responded with COMPLETED 123456.123) the terminal is in interrupt mode.

### STATUS (ST)

Obtain the status of the statement which is processing. Depress BREAK KEY until SOM character appears on the screen.

1. Type in

ST

2. Depress ENTER KEY

The terminal will respond with one of the following messages:

- a. STATEMENT IN PROGRESS ....230,....26

(This indicates that your statement is in progress the system has looked at 230 records, and has found what you asked for in 26 of the records. If you wish to terminate this statement use CANCEL (see below CANCEL instructions.)

- b. NO STATEMENT IN PROGRESS

This indicates that your statement has been completed. If data is being displayed on the screen and you wish to terminate this statement use STOP (see below STOP instructions).

- c. STATEMENT WAITING TO BE INITIATED

This indicates that your statement is waiting to be executed.

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d. STATEMENT WAITING FOR EXCLUSIVE USE RESOURCES

This indicates that your statement requires exclusive use of the system. This should only occur if you are using the E DDATA Procedure.

- e. If there is no response this is a good indication that the system is hung or on its way down. For information as to what the problem really is call the DAC Trouble Desk.

STOP (SP)

Stops printing on the screen. When the terminal responds with COMPLETED you may continue.

1. Type in  
SP
2. Depress ENTER KEY

GO

Will re-start printing on the screen.

1. Type in  
GO
2. Depress ENTER KEY

CANCEL

Cancel a statement which is processing. An update statement can not be cancelled.

1. Type in  
CANCEL
2. Depress ENTER KEY  
Terminal will respond with

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COMPLETED 123456.123 STATUS 12.1

STATEMENT 1234567 ON GIM UNIT NNN CANCELLED

MESSAGE (MG)

To send a message to a specified user that is signed on the system.

1. Type in

MG (USER ID) (Message you wish to send)

2. Depress ENTER KEY

If the person is not signed on, the terminal will respond with, specified user not found.

The message will be transmitted as given, followed by your name. The user you are sending the message to will not get the message until the end of his statement in process.

EX US

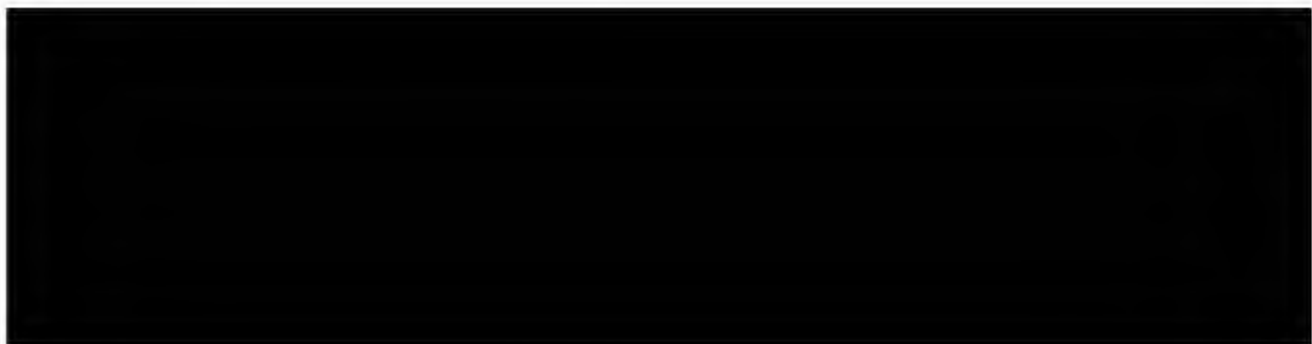
Same as a USNAP under general commands.

1. Type in

EX US

2. Depress ENTER KEY

Terminal will respond with



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### PROJECT FILE

The Project File contains pertinent data as it relates to the Agency program and is the initial input which later results into contracts to achieve the objectives of the project. A project may have one or more contracts and may be active for one or more fiscal years. The basic project data is entered into STEPS via the Project Menu when the project data is input for the first time into FRS. Any changes in the project data is entered via the Project Menu except changes to the Operating Amount after its initial input. Changes to the Operating Amount is made via the Reprogram Menu, and may be entered whenever necessary. The Operating Amount is the overall control release for the Form 2420, certifying funds available for a contractual negotiation.

### CHRONOLOGICAL ORDER OF INPUT

This information is entered into the STEPS data base after the Program Submission for the coming fiscal year.

1. A new project requires all initial data be entered.
2. A continuing project requires only FY, POPAMT (project operating amount) and any other changes that have occurred.

DATA ELEMENT - PROJECT LEVEL

DATA ELEMENT NAME	REQUIRED OFFICE USER INPUT	MNEMONIC
Budget (Congressional)		BUDGET *BUDGET\$
Category	X	CAT
Control Number	X	DL/ID
Project Identifier		PI
2nd part of the DL/ID		
Project Office		POFFICE
1st part of the DL/ID		
Contract Operating Amount Total		COPAMTOT *COPAMTOT\$
Element	X	ELEM
Fiscal Year	X	FY
Used to order FY when TQ involved		FYSYN
Project Contract Serial Numbers		PCONTSYN
Project Description	X	PROJDES
Project Name	X	PNAME
Project Operating Amount	X	POPAMT *POPAMT\$
Project Operating Amount Balance		POPAMTB *POPAMTB\$
Project Sensitivity		SENS
Project Status		PSTAT
Project Total Obligation		POBLIG *POBLIG\$

Project Unobligation Balance		PUBAL *PUBAL\$
Reprogramming Amount	X	REPROAMT *REPROAMT\$
Reprogramming Amount Total for Project		REPROAMT\$ *REPROAMT\$
Reprogramming Data Used to print all related repro- gramming data.		REPRODATA
Reprogramming Date		REPRODATE
Reprogramming Fiscal Year	X	REPROFY
Reprogramming Identifying Number		REPROID
Reprogramming Impact	X	REPROIMPACT
Subcategory	X	SUBCAT
Subelement	X	SUBELEM

\* This allows the user to specify the punctuation used on a numeric field.  
Most money fields in STEPS can be displayed with standard punctuation  
by specifying the data element MNEMONIC followed by a dollar sign (\$)

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### INPUT INSTRUCTIONS

1. SIGNON to STEPS Data Base
2. Type on screen  
MENU MAINT CODEPROJECT (type your file name instead of code)
3. Depress ENTER KEY
4. When the menu (APROJ) appears on the screen STEPS will be in format mode. The indicator panel lights ON LINE and FORMAT will be on, then proceed with input.
  - a. Initial data entry of a project.
    - 1) Input project number
    - 2) Input project name \*validated by PROJ T
    - 3) Input category \*validated by CATT
    - 4) Input sub-category \*validated by SUBCATT
    - 5) Input element \*validated by ELEM T
    - 6) Input project description
    - 7) Input FY
    - 8) Input operating amount
    - 9) Input sub-element (R&D only) \*validated by SUBELEM T
    - 10) Depress ENTER KEY
    - 11) When entry is completed the following statement will appear at the bottom of the menu:  
  
\$B(2) NUMERIC 0  
"Project Number" ADDED  
  
COMPLETED 123456.123 STATUS 1

The data input on the menu will disappear.

- 12) Continue with input session or EXIT menu by typing ST in first two spaces of the Control Number, depress ENTER KEY. The menu will disappear from the screen.

- 13) Continue with terminal session or signoff the STEPS data base.

\* A check is made of the data value entered in this field to confirm that it is contained in its related Table. If the data value is not in the Table the terminal will respond with:

7852 The translate value for "... " was not found.

COMPLETED 123456.123

See Section VII, Tables

- b. Add data to an existing project.

- 1) Input project number
- 2) Input FY
- 3) Input items to be updated, EXCEPT OPERATING AMOUNT - SEE REPROGRAMMING MENU.
- 4) Depress ENTER KEY
- 5) When entry is completed the following statement will appear at the bottom of the menu:

\$B(2) NUMERIC 0  
"Project Number" UPDATED

COMPLETED 123456.123 STATUS, 1

The data input on the menu will disappear.

- 6) Continue with input session or EXIT menu by typing ST in first two spaces of the Control Number, depress ENTER KEY. The menu will disappear from the screen.
- 7) Continue terminal session or signoff the STEPS Data Base.

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c. REPROGRAMMING

1) SIGNON to STEPS Data Base

2) Type on Screen

E GETMENU REPROGRAM

Depress ENTER KEY

3) When the menu (REPROGRAM) appears on the screen STEPS will be in format mode, then proceed with input.

a) Input code

b) Input project number

c) Input FY

d) Input amount (plus is understood and a minus (-) must be indicated)

e) Input impact line number and statement

f) Depress ENTER KEY

g) When entry is completed the following statement will appear at the bottom of the menu:

\$B(2) NUMERIC 0  
"Project Number" UPDATED

COMPLETED 123456.123 STATUS, 1

The data input on the menu will disappear.

h) Continue with input session or EXIT menu by typing ST in first two spaces of the Control Number, depress ENTER KEY. The menu will disappear from the screen.

i) Continue terminal session or signoff the STEPS Data Base.

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# EXPLANATION OF INPUT DATA

## Initial R&D Project Input

PROJECT NUMBER: Assigned Project Number

PROJECT NAME: Same name as used in FRS, see PROJ  
for acceptable project names.

CATEGORY: 1 (Intelligence Operations) See  
Table CATT for other codes.

SUB-CATEGORY: 8 (RD&E) See Table SUBCATT for other  
codes.

ELEMENT: 86 (Technical Collection) See Table  
ELEMNT for other codes.

PROJECT DESCRIPTION: Input description of the Project. NOTE:  
Each line must be numbered. If there is  
not enough lines to complete the descrip-  
tion, enter the 5 lines of description,  
call up menu again and continue, the line  
number to begin with 06.

FY: 76 (FY related to input)

OPERATING AMT: Current operating amount related to  
contractual actions for the Project.

SUB-ELEMENT: 40 (Memories) See Table SUBELEMENT for  
other codes.

All money fields are input without dollar sign (\$), commas (,),  
or decimal point (.) and must have the related FY.

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## EXPLANATION OF INPUT DATA

### Initial Non-R&D Project Input

PROJECT NUMBER: Assigned Project Number.

PROJECT NAME: Same name as used in FRS, see PROJ T  
for acceptable project names.

CATEOGRY: 2 (Intelligence Production) See CATT  
for other codes.

SUB-CATEGORY: 13 (Science and Technology) See SUBCATT  
for other codes.

ELEMENT: 19 (Analysis & Reporting) See ELEMENT  
for other codes.

PROJECT DESCRIPTION: Input description from the Project. NOTE:  
each line must be numbered. If there is  
not enough lines to complete the descrip-  
tion, enter the 5 lines of description,  
call up menu again and continue, the line  
number to begin with 06.

FY: 76 (FY related to input)

OPERATING AMT: Current operating amount related to con-  
tractual action for the project.

All money fields are input without dollar sign (\$), commas (,),  
or decimal point (.) and must have the related FY.

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A HYPOTHETICAL PROJECT

MENU APROJ.....CODE (File Name will be in place of CODE)

PROJECT NUMBER: 99\*9999 PROJECT NAME: SOV SPACE SYS CON PROJECT STATUS: \*\*

CATEGORY: 2 SUBCATEGORY: 13 ELEMENT: 19 SENSITIVITY AREA: \*\*.

PROJECT DESCRIPTION: 01\*ANALYSIS OF ELECTRONIC SIGNALS RELATED TO

02\*FOREIGN ETC.

..\*.....

..\*.....

..\*.....

FY: 76 BUDGET: \*\*..... OPERATING AMT: 219600000

SUBELEMENT: ..

COMPLETED 22349.000

\*\* Input by MIO or STEPS generated.

The information in *italics type* is the user's data input.

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### EXPLANATION OF INPUT DATA

Upon the Program Submission for the coming fiscal year the following additional data is required for a continuing project.

PROJECT NUMBER:	Type in pre-assigned project number (depress ENTER KEY) if you want to check your previous input. If you have no need to check proceed with update.
FY:	FY related to money being entered.
OPERATING AMT:	Total current operating amount for contracts under the project.

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A HYPOTHETICAL PROJECT

MENU APROJ.....CODE (File Name will be in place of CODE)

PROJECT NUMBER:<sup>99</sup>\*<sup>9999</sup>..... PROJECT NAME: ..... PROJECT STATUS: \*\*

CATEGORY: . SUBCATEGORY: .. ELEMENT: .. SENSITIVITY AREA: .\*\*.

PROJECT DESCRIPTION: ..\*.....

.....\*

.....\*

.....\*

.....\*

FY: <sup>??</sup>.. BUDGET: \*\*..... OPERATING AMT: .....

SUBELEMENT: ..

COMPLETED 22349.000

\*\* Input by MIO or STEPS generated.

The information in *italics type* is the user's data input.

## EXPLANATION OF INPUT DATA

### Reprogramming

.....PROJECT: Office file code.

PROJECT: FAN for which there is a reprogramming action.

FY: FY related to reprogramming action.

AMOUNT: Reprogramming increase or decrease (plus is understood and a minus (-) must be indicated). Do NOT input dollar sign (\$), commas (,), or decimal point (.).

IMPACT: Statement of the reason for the reprogramming.

Also at this terminal session make the necessary adjustments to the contracts to reflect the reprogramming action.

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HYPOTHETICAL REPROGRAMMING

MENU REPROGRAM

*CODE	PROJECT	FY	AMT	IMPACT
99_9999	76	37000000	01	<i>REFINEMENT OF REQUIREMENTS</i>
..-	..	..	..	..
..-	..	..	..	..
99_8888	76	10000000	01	<i>UNFUNDED SYSTEM STUDY</i>
..-	..	..	..	..
..-	..	..	..	..
99_7777	76	-10000000	01	<i>TRANSFERRED TO 8/6 FOR SPECIAL INTELL ANALYSIS</i>
..-	..	..	..	..
..-	..	..	..	..
..-	..	..	..	..
..-	..	..	..	..
..-	..	..	..	..

The information in *italics type* is the user's data input.

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## CONTRACT DATA

This information is the individual contracts for a PROJECT (FAN). The data is entered into STEPS initially at the same time as the PROJECT data for the related FY, except for R&D contracts which are entered prior to the applicable quarterly review in which approval for the proposed contract will be requested. In order to keep the STEPS data base current changes are entered as they occur.

### CONTRACT DATA CHRONOLOGICAL ORDER OF INPUT

#### 1. PLANNED

Update is required to reflect the latest estimates of cost and change in month/quarter to be forwarded to appropriate office for negotiation.

#### 2. IN PROCESS

Begins with the input of information to the contract and reports files as required before generating a 2420 (Request for Procurement Services) or other applicable form, i.e., Memorandum to Finance, required for a contractual action.

#### 3. LIFE CYCLE

Upon receipt of contract or notification of transfer of funds the life cycle of a contract begins and there are many changes that effect the status of the contract. The following are the most frequent changes requiring STEPS input.

##### a. ACTIVE

Update is required upon receipt of contract. Also see Reports Data and Task Data.

##### b. EXTENSION

Update required upon receipt of contract amendment. Also see Reports Data.

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c. CHANGE IN SCOPE

Update is required upon receipt of memorandum requesting approval and Form 2420 is generated.

d. PROJECT OFFICER CHANGE

Update is required when a new Project Officer is assigned to a contract.

e. OVERRUN

Update required upon receipt of memorandum requesting approval and a Form 2420 is generated.

f. COMPLETION

Update required upon receipt of the Project Officer's Final Inspection Report. Also see Reports Data and Task Data.

g. FINAL AUDIT

Update is required upon receipt of memorandum notifying acceptance by the contractor of a final release.

OTHER CHANGES NOT NOTED ABOVE MAY BE ENTERED AS THEY OCCUR.

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# DATA ELEMENTS - CONTRACT LEVEL

DATA ELEMENT NAME	INPUT	MNEMONIC
Approval Status	X	APPSTAT
Office (2nd part)		APPOFF
Date (4th part)		APPDATE
Contract Description	X	CONDES
Description Line Number (1st part)		DESLINE
Description Text (2nd part)		DESTEXT
Contract Operating Amount	X	COPAMT
Used to round to the nearest thousand		*COPAMT\$ COPAMTTH
Contract Stage (Money)	X	CSTAGE
Contract Status & Date	X	CSTATDATE
Status (1st part)		STAT
Translates code		STATTR
Date (2nd part)		SDATE
Contract Title	X	CTITLE
Contract Title Classification	X	TITCLASS
Contract Type	X	CTYPE
Contractor Class	X	CCLASS
Contract Division	X	CDIV
Contractor Location, City	X	CCITY
Contractor Location, State	X	CSTATE
Contractor Name	X	CNAME
Control Number	X	DL/ID
Office (1st part contract)		OFFICE
Translates office identifier		OFFICETR
Project Identifier (2nd part)		PI

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Division	X	DIV
Day Obligation		DAYOBLIG
Financial Accounting Number		FAN
Fiscal Year		FY
Used to order FY when TQ is involved		FYSYN
Logistics Contract Number	X	LOGCNO
Non-Office Funding	X	NONOFF
Agency/Directorate (1st part)		AGENCY
Office (2nd part)		NOFF
Staff/Division/Branch (3rd part)		NDIV
Dollars (4th part)		NDOL
Non-R&D Work	X	NONRD
Obligation	X	OBLIG
Rounds to nearest thousand		*OBLIG\$
Obligation to date		OBLIGTH
		TDOBLIG
		*TDOBLIG\$
Project Officer	X	OFFICER
Original Negotiated Amount of Contract	X	ORIGAMT
		*ORIGAMT\$
Obligation Reference Number	X	ORN
14 Digit Obligation Reference Number		TORN
Overrun Amount	X	OVER
		*OVER\$
Quarterly Review Indicator		QRTREV
Phase of R&D Work	X	RDWK
Requisition Number	X	REQ

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Scheduled Completion Date	X	SCDATE
Sensitivity	X	SENS
Sole Source	X	SS
Source	X	SOURCE
Station	X	STATION

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Subobject Ctass	X	SUBOB
System	X	SYSTEM
(1st part)		SYS
(2nd part)		TEM
Translates System Code		
Work Classification	X	WKCLASS
Coordination	X	COCRD
Agency/Directorate (1st part)		AGDIR
Office (2nd part)		COORDOFF
Staff/Division/Branch (3rd part)		DIVCO

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### CONTRACT INPUT INSTRUCTIONS

1. SIGNON to STEPS Data Base.
2. Type on screen  
MENU MAINT CODECONTRACT (type your file name instead of code)
3. Depress ENTER KEY
4. When the menu (ADDCONTRACT) appears on the screen STEPS will be in format mode. The indicator panel lights ON LINE and FORMAT will be on, then proceed with input.
  - a. Initial data entry of a contract.
    - 1) Input Control Number
    - 2) Input ORN
    - 3) Input Contract Title
    - 4) Input Title Classification
    - 5) Input Contractor Name (if known) \*validated by CONN
    - 6) Input System R&D only \*validated by SYSTEMTRT
    - 7) Input Type of R&D work \*validated by RDT  
or  
Input Type of Non R&D Work \*validated by NONRDT
    - 8) Input FY
    - 9) Input Contract Money Stage
    - 10) Input Contract Planned Amount
    - 11) Input Contract Status
    - 12) Input Source
    - 13) Input Non-Office Funding if applicable

- 14) Input Office Division or Branch
- 15) Input Sub-Object Class
- 16) Input Station
- 17) Depress ENTER KEY
- 18) When entry is completed the following statement will appear at the bottom of the menu:

\$B(2) NUMERIC 0  
"Control Number" ADDED  
COMPLETED 123456.123 STATUS, 1

The data input on the menu will disappear.

- 19) Continue with input session or EXIT menu by typing ST in first two spaces of the Control Number, depress ENTER KEY. The menu will disappear from the screen.
- 20) Continue with terminal session or SIGNOFF the STEPS Data Base.

\* A check is made of the data value entered in this field to confirm that it is contained in its related Table. If the data value is not in the Table the terminal will respond with:

7852 The translate value for "... " was not found.

COMPLETED 123456.123

See Section VII, Tables

b. Add data to existing contract.

- 1) Input Control Number
- 2) Input FY
- 3) Input the additional data you wish to enter at this time.
- 4) Depress ENTER KEY
- 5) When entry is completed the following statement will appear at the bottom of the menu:

```
$B(2) NUMERIC 0  
"Control Number" ADDED  
COMPLETED 123456.123 STATUS, 1
```

The data input on the menu will disappear.

- 6) Continue with input session or EXIT menu by typing ST in first two spaces of the Control Number, depress ENTER KEY. The menu will disappear from the screen.
- 7) Continue with terminal session or SIGNOFF the STEPS Data Base.

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## EXPLANATION OF INPUT DATA

### Contract Planned Status R&D Users Funds

The R&D contracts are entered initially prior to the applicable quarterly review in which approval for the proposed contract will be requested.

CONTROL NUMBER	Preassigned control number.
ORN	Assigned by Budget Officer.
CONTRACT TITLE	Brief description of contract.
TITCLASS	U (unclassified). Classification of contract title should be unclassified. See SECCLASS for other codes.
CONTRACTOR NAME	Who will perform the work. See CONN for acceptable contractor names.
SYSTEM	AE*002 (Test Restoration System) is the system the contract is associated with. See SYSTEMTRT for other codes.
RDWK	EX(Exploratory Development) Type of work to be performed. See RDWKT for other codes.
FY	FY related to action.
CSTAGE	P denotes proposed money stage.
COPAMT	Amount budgeted for action.
CONTRACT STATUS	1*750715 (PLANNED*75 JUL 15). This is the contract status and the planned date it will be forwarded to the appropriate office for negotiation. The date also indicates which Quarterly Review it will be presented for approval.

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SOURCE



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DIVISION

Responsible Office Division or Branch  
for the work to be performed.

OBJECT CLASS

2530 (RD&E) Financial sub-object class  
related to contract action. See Guide-  
line for required contracts for other  
sub-object classes.

STATION



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All money field are input without dollar sign (\$), commas (,),  
or decimal point (.) and must have the related FY.

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### EXPLANATION OF INPUT DATA

#### Contract Planned Status R&D Non-Office Funds

The R&D contracts are entered initially prior to the applicable quarterly review in which approval for the proposed contract will be requested.

CONTROL NUMBER	Preassigned control number.
ORN	Assigned by Budget Officer.
CONTRACT TITLE	Brief description of contract.
TITCLASS	U (unclassified). Classification of contract title should be unclassified. See SECCLASS for other codes.
CONTRACTOR NAME	Who will perform the work. See CONN for acceptable contractor names.
SYSTEM	AE*002 (Test Restoration System) is the system the contract is associated with. See SYSTEMTRT for other codes.
RDWK	EX(Exploratory Development) Type of work to be performed. See RDWKT for other codes.
FY	FY related to action.
CSTAGE	P denotes proposed money stage.
COPAMT	Amount budgeted for action.
CONTRACT STATUS	1*750715 (PLANNED*75 JUL 15). This is the contract status and the planned date it will be forwarded to the appropriate office for negotiation. The date also indicates which Quarterly Review it will be presented for approval.

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SOURCE



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NON-OFFICE FUNDING

Use only if funds are not your office's.  
1st part Agency supplying the funds.  
2nd part CIA Office if applicable.  
3rd part Division or Branch.  
4th part dollar amount to the penny.

DIVISION

Responsible Office Division or Branch  
for the work to be performed.

OBJECT CLASS

2530 (RD&E) Financial sub-object class  
related to contract action. See Guide-  
line for required contracts for other  
sub-object classes.

STATION

900 denotes a Headquarters action.

All money fields are input without dollar sign (\$), commas (,),  
or decimal point (.) and must have the related FY.

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EXPLANATION OF INPUT DATA

Contract Planned Status Non R&D Users Funds

CONTROL NUMBER	Preassigned control number.	
ORN	Assigned by Budget Officer.	
CONTRACT TITLE	Brief description of contract.	
TITCLASS	U (unclassified). Classification of contract title should be unclassified. See SECCLASS for other codes.	
CONTRACTOR NAME	Who will perform the work. See CONN for acceptable contractor names.	
NONRD	EXT ANAL (External Analysis). Type of work to be performed. See NONRDT for other codes.	
FY	FY related to action.	
CSTAGE	P denotes proposed money stage.	25X1A
COPAMT	Amount budgeted for action.	
CONTRACT STATUS	1*750515 (PLANNED*75 JUL 15). This is the contract status and the planned date it will be forwarded to the appropriate office for negotiation. The date also indicates which Quarterly Review it will be presented for approval.	
SOURCE	<div></div>	
DIVISION	Responsible Office Division or Branch for the work to be performed.	
OBJECT CLASS	2534 (External Research and Analysis). Financial sub-object class related to contract action. See Guideline for required contracts for other sub-object classes.	

STATION                      900 denotes a Headquarters action.

All money fields are input without dollar sign (\$), commas(,),  
or decimal point (.) and must have the related FY.

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# EXPLANATION OF INPUT DATA

## Contract Planned Status Non R&D Non-Office Funds

CONTROL NUMBER	Preassigned control number.
ORN	Assigned by Budget Officer.
CONTRACT TITLE	Brief description of contract.
TITCLASS	U (unclassified). Classification of contract title should be unclassified. See SECCLASS for other codes.
CONTRACTOR NAME	Who will perform the work. See CONN for acceptable contractor names.
NONRD	EXT ANAL (external analysis). Type of work to be performed. See NONRDT for other codes.
FY	FY related to action.
CSTAGE	P denotes proposed money stage.
COPAMT	Amount budgeted for action.
CONTRACT STATUS	1*750515 (PLANNED*75 JUL 15). This is the contract status and the planned date it will be forwarded to the appropriate office for negotiation. The date also indicates which Quarterly Review it will be presented for approval.
SOURCE	<div></div>
NON-OFFICE FUNDING	Use only if funds are not your office's. 1st part Agency supplying the funds. 2nd part CIA Office if applicable. 3rd part Division or Branch. 4th part dollar amount to the penny.

25X1A

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DIVISION Responsible Office Division or Branch  
for the work to be performed.

OBJECT CLASS 2534 (External Research and Analysis).  
Financial sub-object class related to  
contract action. See Guideline for  
required contracts for other sub-object  
classes.

STATION 900 denotes a Headquarters action.

All money fields are input without dollar sign (\$), commas (,),  
or decimal point (.) and must have the related FY.

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## EXPLANATION OF INPUT DATA

### Contract in Process Status

The following data plus the initial data for a contract is required to generate a Form 2420 and APOD.

CONTROL NUMBER	Type in preassigned control number only (depress ENTER KEY) if you want to check your previous input. If you have no need to check, proceed with input.
PROJECT OFFICER	Technical Representative from Division or Branch (last name and initial, JOHNSON RR).
CONTRACTOR NAME	Contractor Name. See CONN for acceptable contractor names.
CONTRACTOR DIVISION	Contractor's Division, Subsidiary or Affiliated Company. See COND for acceptable division names.
CCLASS	3 (Corporation). Indicates type of contractor. See CCLASST for other codes.
CSTATE	State in which contractor is performing work per Contractor's proposal. See STATT for other codes. 25X1A
CCITY	City where work is being performed per Contractor's proposal.
<div style="background-color: black; height: 60px; width: 100%;"></div>	
FY	FY related to contract action.
CSTAGE	0 denotes funds are being certified available.

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COPAMT	Adjustment to reflect amount in proposal & commitment of funds.
OBLIG	Amount certified available.
CONTRACT DESCRIPTION	Summary of work to be done. If description exceeds 5 lines, after entry of data, enter control number, FY, and proceed starting with line 06.
WKCLASS	TS (Top Secret) Classification of work being performed. See SECCLASS for other codes.
REQUEST	Requisition request number.
SOLE SOURCE	Indicates if the bidding for this contract action was competitive.

Also at this terminal session you should make the initial input of the REPORTS data, generate 2420, generate APOD, and delete APOD temporary file.

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## EXPLANATION OF INPUT DATA

### Contract Active Status

Upon receipt of the negotiated contract or notification of transfer of funds the following additional data is required.

CONTROL NUMBER	Type in preassigned control number (depress ENTER KEY) if you want to check your previous input. If you have no need to check, proceed with update.
LOGCNO	Use the number that appears on the contract as Contract Number.
CTYPE	CPFF (Cost Plus Fixed Fee). Denotes the type of contract payment action. See TYPT for other codes.
FY	FY related to contract action.
CSTAGE	N (negotiated)
COPAMT	Adjustment amount if any.
OBLIG	Admusement amount if any.
ORIGAMT	The total amount of the contract. This is preserved as history and can be adjusted by the MIO only.
CONTRACT STATUS	2*750801 (ACTIVE*75 AUG 01). This is the contract status and the effective date of the contract. This date is written into the contract under Period of Performance.
SCHEDULED COMPLETION DATE	This is the scheduled completion date of the contract in the YYMMDD format. This date is written into the contract under Period of Performance.

At this terminal session you should also make any necessary update to the REPORTS data, input the due dates for the inspection reports and contractor due dates as applicable. Also at this terminal session if Task data is required the necessary initial input to the TASK File should be entered.

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## A HYPOTHETICAL CONTRACT

MENU ADDCONTRACT....CODE (File Name will be in place of CODE)

CONTROL NUMBER: 77\*7777\*514 COORDINATION: .....\*.\*..... TECHFLD: \*.\*

ORN: ..... CONTRACT TITLE: ..... TITCLASS:...

PROJECT OFFICER:..... CONTRACTOR NAME:.....

CONTRACTOR DIVISION:.....CCLASS:. SYSTEM:..\*... CSTATE:.....

CCITY:..... LOGCNO: *XG-4380 TO 10*..... CTYPE: *CPFF*.....

SENSITIVITY:..... RDWK:..... NONRD:.....

FY: 76 CSTAGE: N COPAMT: -5000 OBLIG: -5000 ORIGAMT: 2855000

APPROVAL STATUS:.....\*. CONTRACT STATUS:2\*750801 SOURCE:..

CONTRACT DESCRIPTION: ..\*

.....\*

.....\*

\* .....

\* .....

NON-OFFICE FUNDING:.....\*.\*.....\*..... DIVISION:... WKCLASS:...

OBJECT CLASS:.... SCHEDULED COMPLETION DATE:760731 OVERRUN:.....

STATION:... REQUEST:..... SOLE SOURCE:..

COMPLETED 223515.000

The information in *italics type* is the user's data input.

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EXPLANATION OF INPUT DATA  
Contract Extended Status

Upon receipt of an amendment to a contract extending the scheduled completion data make the following data input.

CONTROL NUMBER	Type in pre-assigned control number only (depress ENTER KEY) if you want to check previous input: if you have no need to check simply proceed with the update.
CONTRACT STATUS	3*760715 (EXTENDED*YYMMDD(76 JUL 15) This is the contract status and the effective date of the amendment authorizing the extension of time.
SCHEDULED COMPLETION DATE	The new completion date from the amendment in the YYMMDD format.

Also at this terminal session you should make the necessary update for the due dates for inspection reports.

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## A HYPOTHETICAL CONTRACT

MENU ADDCONTRACT....CODE (File Name will be in place of CODE)

CONTROL NUMBER: 99\*9999\*999 COORDINATION: .....\*..\*..... TECHFLD: ..\*.

ORN: ..... CONTRACT TITLE: ..... TITCLASS:..

PROJECT OFFICER:..... CONTRACTOR NAME:.....

25X1A CONTRACTOR DIVISION:.....CCLASS:. SYSTEM:..\*... CSTATE:.....

CCITY:..... LOGCNO:..... CTYPE:.....

SENSITIVITY:..... RDWK:..... NONRD:.....

FY:.. CSTAGE:. COPAMT:..... OBLIG:..... ORIGAMT:.....

APPROVAL STATUS:.....\*..\*.....\*.....\*. CONTRACT STATUS:3\*760715 SOURCE:..

CONTRACT DESCRIPTION: ..\*.....

.....\*

.....\*

.....\*

.....\*

NON-OFFICE FUNDING:.....\*..\*.....\*..... DIVISION:... WKCLASS:...

OBJECT CLASS:.... SCHEDULED COMPLETION DATE:761230 OVERRUN:.....

STATION:... REQUEST:..... SOLE SOURCE:.

COMPLETED 223515.000

The information in *italics type* is the user's data input.

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EXPLANATION OF INPUT DATA

This input is entered when you are notified by the Project Officer that the work has been completed.

CONTROL NUMBER

Type in pre-assigned control number only depress (ENTER KEY) to check your previous input, make sure all required data on this contract has been properly recorded. After you have checked, proceed with closing out the contract as far as work being completed is concerned.

CONTRACT STATUS

4\*761231 (COMPLETED\*YYMMDD(76 DEC 31) Few. if any. of the project officers will give you an exact date on which the work under the contract was considered complete, in which case unless the contract has been consistently behind schedule use the last scheduled completion date.

Also at this terminal session you will record the final inspection report date.

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EXPLANATION OF INPUT DATA

The overrun data is entered when you received the memo requesting approval for the overrun.

CONTROL NUMBER	Type in pre-assigned control number only (depress ENTER KEY) to check your previous input. make sure all required data on this contract has been properly recorded. After you check proceed with input.
ORN	Effective with FY76 the ORN is 8 digits, any contract prior to that will have only 6 digits. To correct, simply use the ORN as it appeared when you checked your data and add two zeros to the end of the ORN.
FY	Use the year related to the obligation.
COPAMT	Enter adjustment (the amount of the overrun)
OBLIG	Enter adjustment (the amount of the overrun)
CONTRACT DESCRIPTION	On a old contract this section may not have been entered (you will notice this when you list the contract to check the previous input) take the brief description from the 2420 to update. If the description has been previously entered your listing will show the number of lines that had been used; use the next consecutive number for the statement shown above.
OVERRUN	Enter the amount of the overrun.
REQUEST	This was not required prior to FY76; enter the number found at the top of the 2420, in the Request No. block.

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A HYPOTHETICAL CONTRACT

MENU ADDCONTRACT....CODE (File Name will be in place of CODE)

CONTROL NUMBER: *99\*9999\*999* COORDINATION: .....\*...\*... TECHFLD: ..\*.

ORN: ..... CONTRACT TITLE: ..... TITCLASS:..

PROJECT OFFICER:..... CONTRACTOR NAME:.....

25X1A

CONTRACTOR DIVISION:.....CCLASS:. SYSTEM:..\*... CSTATE:.....

CCITY:..... LOGCNO:..... CTYPE:.....

 SENSITIVITY:..... RDWK:..... NONRD:.....

FY:..<sup>74</sup> CSTAGE:. COPAMT:.....<sup>230050</sup> OBLIG:.....<sup>230050</sup> ORIGAMT:.....

APPROVAL STATUS:.....\*...\*...\*...\*... CONTRACT STATUS:.\*... SOURCE:..

CONTRACT DESCRIPTION: *03. OVERRUN (\$2,300.50) OCCURRED JUNE 1976, USING*

*04. FY 74 FUNDS.*

.....\*.....

.....\*.....

.....\*.....

NON-OFFICE FUNDING:.....\*...\*...\*... DIVISION:... WKCLASS:..

OBJECT CLASS:.... SCHEDULED COMPLETION DATE:..... OVERRUN:..<sup>230050</sup>.....

STATION:... REQUEST:..... SOLE SOURCE:..

COMPLETED 223515.000

The information in *italics type* is the user's data input.

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EXPLANATION OF INPUT DATA

The final audit data is entered when you received the memorandum notifying acceptance by the contractor of a final release.

CONTROL NUMBER	Type in pre-assigned control number only (depress ENTER KEY) to check previous input, make sure all required data on this contract has been properly recorded. After you have checked, proceed with input.
ORN	Effective with FY76 the ORN is 8 digits, any contract prior to that will have only 6 digits. To correct, simply use the ORN as it appeared when you checked your data and add two zeros to the end of the ORN.
FY	Use FY related to the adjustment. Use the FY in which the obligation was incurred in cases where there is not an adjustment required.
COPAMT	Enter amount of adjustment.
OBLIG	Enter amount of adjustment.
CONTRACT DESCRIPTION	On an old contract this section may not have been entered (you will notice this when you list the contract to check the previous input) take the brief description from the 2420 to update. If the description has been previously entered your listing will show the number of lines that had been used; use the next consecutive number for the statement show above.
REQUEST	This was not required prior to FY76; enter the number found at the top of the 2420, in the Request No. block.

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A HYPOTHETICAL CONTRACT

MENU ADDCONTRACT....CODE (File Name will be in place of CODE)

CONTROL NUMBER: 99\*9999\*999 COORDINATION: .....\*..\*..... TECHFLD: ..\*.

ORN: ..... CONTRACT TITLE: ..... TITCLASS:..

PROJECT OFFICER:..... CONTRACTOR NAME:.....

CONTRACTOR DIVISION:.....CCLASS:. SYSTEM:..\*... CSTATE:.....

CCITY:..... LOGCNO:..... CTYPE:.....

SENSITIVITY:..... RDWK:..... NONRD:.....

FY:73 CSTATE:.. COPAMT:-20085 OBLIG:-20085 ORIGAMT:.....

APPROVAL STATUS:....\*..\*.....\*.....\*.. CONTRACT STATUS:..\*..... SOURCE:..

CONTRACT DESCRIPTION: 08 \**FINAL RELEASE 20 JUNE 1976, TOTAL APPROVED AND*

09 \**PAID \$15,232.15.*

..\*.....

..\*.....

..\*.....

NON-OFFICE FUNDING:.....\*..\*.....\*..... DIVISION:... WKCLASS:..

OBJECT CLASS:.... SCHEDULED COMPLETION DATE:..... OVERRUN:.....

STATION:... REQUEST:..... SOLE SOURCE:..

COMPLETED 223515.000

The information in *italics type* is the user's data input.

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## REPORTS DATA

Reports files contain the following pertinent information for individual contracts. There must be contract data in the contract file before any reports data may be entered into the Data Base.

1. GFE (Government furnished equipment or property) if required in support of the contract and the dollar value to the nearest thousand.
2. Deliverable Items anticipated to be received from the contractor as a result of the contract.
3. Reporting (Plan and Actual)
  - a. PROJECT OFFICER REPORTING: [REDACTED] requires the Project Officer to furnish the Contracting Officer with a bi-monthly (60 days) inspection report stating his evaluation of the contractors accomplishments. Notification of this requirement is the Form 1897a (Contract Inspection Assignment Record) from the Contracting Officer. The DDS&T requires all contracts to have at least a final inspection report with a narrative summary of the contractor's accomplishments and evaluation of the contractor. 25X
  - b. CONTRACTOR REPORTING: [REDACTED] requires the proposals for most contracts except fixed price and grants to state the monthly anticipated expenditures and accomplishments, and, if the contract is awarded, to report against this plan. 25X
4. If applicable work order for a contract.
5. Evaluations of contractor performance can be generated from STEPS, based solely on the input of the above data.

## ORDER OF INPUT

### IN PROCESS

Before generating the 2420, GFE if required and deliverable items are added as the initial input to the REPORTS file.

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ACTIVE

Upon receipt of contract input any changes to GFE and deliverable items, input the contractor plan if applicable, project officer inspection report due dates.

DURING

Input contractor reporting against the plan, project officer reporting, work order data if applicable.

COMPLETE

Final evaluation when the work under the contract is completed.



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# DATA ELEMENTS - REPORT LEVEL

DATA ELEMENT NAME	OFFICE INPUT	MNEMONIC
Control Number	X	DL/ID
Office 1st part of DL/ID		OFF
Project Identifier 2nd part of DL/ID		PI
Deliverable Item	X	DELIV
Government Furnished Equipment/Property	X	GFE
Government Furnished Equipment/Property Value (Thousands)	X	GFEVAL
Contractor Data		CONDATA
Will display all Contractor Reporting Data		
Contract Reporting Data	X	CONREPDTE
Planned Percent of Money to be Spent	X	PLNSPT
Planned Percent of Work to be Completed	X	PLNCOM
Actual Percent of Money Spent	X	ACTSPT
Actual Percent of Work Completed	X	ACT
Expenditures for Reporting Period	X	PEREXP *PEREXP\$
Estimated Funds to Complete Contract	X	FUNDCOMP *FUNDCOMP\$
Expenditures to Date		TDEXP *TDEXP\$
Percentage of Money Deviation from Plan		DEVIATE
Dollar Value of Deviation from Plan		DEVIATEM *DEVIATEM\$
Project Officer Reporting Data		PODATA
Will display all Project Officer Reporting Data		

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Project Officer Reporting Date	X	POREPDTE
Contract Work on Schedule	X	PONSCH
Percentage of Work Complete	X	POPWK
Contractor Within Allotted Funds	X	POWINFUND
Percentage of Funds Spent	X	POPFND
Project Officer's Evaluation of Contractor's Performance	X	POEVAL
Translates Codes	X	EVALTR
Project Officer's Final Narrative Evaluation of Contractor's Performance	X	POFINEVAL
Final Grade of Contractors Project Manager	X	FCONTGR
Final Overall Work Grade	X	FWORKGR
Final Security Grade	X	FSOGR
Final Audit Grade	X	AUDITGR
Work Order Number	X	W/O
Work Order Actual Completion Date	X	WOADATE
Work Order Scheduled Completion Date	X	WOCDATE
Work Order Cost	X	WOCOST *WOCOST\$
Work Order Description	X	WODES
Work Order Extension Date	X	WOEDATE
Work Order Performance Evaluation	X	WOEVAL
Work Order Fee	X	WOFEE *WOFEE\$

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Work Order Fiscal Year	X	WOFY
Work Order Overrun	X	WOOVER *WOOVER\$
Work Order Start Date	X	WOEDATE
Total Funds for Each Work Order (Cost + Fee)		WOEDATE
Total Funds for All Work Order Under a Contract		WOTOTAL

\* This allows the user to specify the punctuation used on a numeric field. Most money fields in STEPS can be displayed with standard punctuation by specifying the data element MEMONIC followed by a dollar sign (\$).

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## REPORTS INPUT INSTRUCTIONS

### I. REPORTS Data Input

1. SIGNON to STEPS Data Base

2. Type on screen

MENU MAINT CODEREPORTS (type your file name instead of code)

3. Depress ENTER KEY

4. When the menu (AREPORTS) appears on the screen STEPS will be in format mode, then proceed with input.

A. Initial data entry of a report.

a. Input Control Number

b. Input GFE

c. Input GFE Value

d. Input Deliverable Item

e. Depress ENTER KEY

f. When entry is completed the following statement will appear at the bottom of the menu:

```
$B(2) NUMERIC  
"Control Number" ADDED  
COMPLETED 123456.123 STATUS, 1
```

The data input on the menu will disappear.

g. Continue with input session or EXIT meny by typing ST in first two spaces of the Control Number, depress ENTER KEY. The menu will disappear from the screen.

h. Continue with terminal session or SIGNOFF the STEPS Data Base.

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B. Add data to existing report.

- a. Input Control Number
- b. Input the additional data you wish to enter at this time
- c. Depress ENTER KEY
- d. When entry is completed the following statement will appear at the bottom of the menu:

```
$B(2) NUMERIC  
"Control Number" UPDATED  
COMPLETED 123456.123 STATUS, 1
```

The data input on the menu will disappear.

- e. Continue with session or EXIT menu by typing ST in first two spaces of the Control Number, depress ENTER KEY. The menu will disappear from the screen.
- f. Continue with terminal session or SIGNOFF the STEPS Data Base.

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## II. Contractor's Plan and Inspection Report Due Dates

1. SIGNON to STEPS Data Base
2. Type on screen  
MENU MAINT CODEDATES (type your file name instead of code).
3. Depress ENTER KEY
4. When the menu (AREPDTE) appears on the screen STEPS will be in format mode, then proceed with input.
  - A. Initial data entry of due dates and plan.
    - a. Input Control Number
    - b. Input Contractor Plan Report Due Date (if applicable).
    - c. Input Contractor's estimate of cumulative planned per cent of dollars to be spent at the end of each applicable month in b above.
    - d. Input Contractor's estimate of cumulative per cent of work to be completed at the end of each applicable month in b. above.
    - e. Input Project Officer's Inspection Report due date or dates as applicable.
    - f. Depress ENTER KEY
    - g. When entry is completed the following statement will appear at the bottom of the menu:  
  
\$B(2) NUMERIC 0  
"Control Number" UPDATED  
COMPLETED 123456.123 STATUS, 1
    - h. The data input on the menu will disappear.
    - i. Continue with session or EXIT meny by typing ST in first two spaces of the Control Number, depress ENTER KEY. The menu will disappear from the screen.
    - j. Continue with terminal session or SIGNOFF the STEPS Data Base.

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B. Add data to existing report.

- a. Input Control Number
- b. Input the additional data you wish to enter at this time.
- c. Depress ENTER KEY
- d. When entry is completed the following statement will appear at the bottom of the menu:

```
$B(2) NUMERIC  
"Control Number" UPDATED  
COMPLETED 123456,123 STATUS, 1
```

The data input on the menu will disappear

- e. Continue with session or EXIT menu by typing ST in first two spaces of the Control Number, depress ENTER KEY. The menu will disappear from the screen.
- f. Continue with terminal session or SIGNOFF the STEPS Data Base.

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### III. WORK ORDER DATA

1. SIGNON to STEPS Data Base

2. Type on screen

MENU WO CODE (type your file name instead of CODE)

3. Depress ENTER KEY

4. When the menu (E WOO) appears on the screen STEPS will be in format mode, then proceed with input.

A. Initial work order data input.

a. Input Control Number

b. Input Work Order Number

c. Input Start Date

d. Input Scheduled Completion Date

e. Input FY

f. Input Cost

g. Input Fee (if applicable)

h. Description

i. Depress ENTER KEY

j. When entry is completed the following statement will appear at the bottom of the menu:

\$B(2) NUMERIC 0  
"Control Number" UPDATED  
COMPLETED 123456.123 STATUS, 1

k. Continue with session or EXIT menu by typing ST in first two spaces of the Control Number, depress ENTER KEY. The menu will disappear from the screen.

l. Continue with terminal session or SIGNOFF the STEPS Data Base.

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B. Add data to existing work order.

- a. Input Control Number
- b. Input the additional data you wish to enter at this time.
- c. Depress ENTER KEY
- d. When entry is completed the following statement will appear at the bottom of the menu:

```
$B(2) NUMERIC 0  
"Control Number" UPDATED  
COMPLETED 123456,123 STATUS, 1
```

The data input on the menu will disappear.

- e. Continue with session or EXIT menu by typing ST in first two spaces of the Control Number, depress ENTER KEY. The menu will disappear from the screen.
- f. Continue with terminal session or SIGNOFF the STEPS Data Base.

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#### EXPLANATION OF INPUT DATA

This information is entered into the STEPS Data Base upon receipt of the memorandum requesting approval for the commitment of funds and the contractor's proposal. This is at the same terminal session as updating the contract to generate a 2420. This data will appear on the second page of the 2420.

CONTROL NUMBER	Type in preassigned control number (it will be the same as the contract control number, which you just used to update the contract.
GFE	Enter either Y (yes) or N (no). This data will be under the GFE Section of the Contractor's proposal.
GFE VALUE	Enter the dollar value of the nearest thousand of the GFE indicated above. The dollar value maybe entered at a later date if not known at this time.
DELIVERABLE ITEM	Enter the items listed in the Deliverable Item Section of the Contractor's Proposal. If more space is needed, when this input has been entered and the menu is clear input the control number and continue with the deliverable items. NOTE: The lines are not numbered.

The indicated deliverable items may be modified during contract negotiations and the appropriate changes should be made upon receipt of the negotiated contract.

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HYPOTHETICAL REPORTS

MENU AREPROTS.....CODE (File Name will be in place of CODE)

CONTROL NUMBER: *99\*9999\*999* GFE: *Y* GFE VALUE: *.15.*

DELIVERABLE ITEM: *BI-MONTHLY TECH PROGRESS MEMORANDA;*

*MONTHLY FINANCIAL REPORTS; FINAL*

*DRAFT AT END OF 5TH MONTH FOR*

*REVIEW ETC.*

CONTRACTOR REPORTING DATE: ..... PLANNED PERCENT SPENT: ...

ACTUAL PERCENT SPENT: ... PLANNED PERCENT COMPLETE: ...

ACTUAL PERCENT COMPLETE: ... EXPENDITURES FOR PERIOD: .....

FUNDS TO COMPLETE: ..... PROJECT OFFICER REPORTING DATE: .....

ON SCHEDULE: . PERCENT WORK COMPLETE: ... WITHIN FUNDS: .

PERCENT FUNDS SPENT: ... PROJECT OFFICER EVALUATION: .

FINAL WORK GRADE: . FINAL CONTRACTOR GRADE: . FINAL SECURITY GRADE: .

FINAL AUDIT GRADE: .

PROJECT OFFICER FINAL EVALUATION:

.....\*.\*.....

.....\*.\*.....

.....\*.\*.....

.....\*.\*.....

.....\*.\*.....

COMPLETED 537652.000

The information in *italics type* is the user's data input.

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# EXPLANATION OF INPUT DATA

This information is entered upon receipt of the negotiated contract and at the same terminal session that the contract is made active. This menu allows for scheduling 12 contractor plan reports and 6 project officer reports. If more scheduled reports are required after entering the data and the menu has cleared enter the control number and proceed with the additional scheduling of reports due.

CONTROL NUMBER	Type in preassigned control number (it will be the same as the contract control number, which you just used to update the contract).
CONREPDTE	If required this information is contained in the Contractor's Proposal. Enter each applicable month of the contractor's plan using the YYMMDD format (since reports cover specific calendar months the due days are the 15th), starting 30 days after the effective date of the contract and continuing until the scheduled completion date. This sets the schedule for when the reports are due.
PLNSPT	If required this information is contained in the Contractor's Proposal. Enter the Contractor's estimated cumulative planned per cent of dollars to be spent at the end of each applicable month.
PLCOM	If required this information is contained in the Contractor's Proposal. Enter Contractor's estimated cumulative per cent complete to the nearest per cent of work to be completed at the end of each applicable month.
POREPDTE	EVERY CONTRACT MUST HAVE AT LEAST A FINAL REPORT. If inspection reports are required every 60 days you will receive a 1897a (Contract Inspection Assignment Record) stating this requirement. Enter applicable date(s) using the YYMMDD format (since report(s) cover specific calendar month(s) the due day is the 15). This sets the schedule for when the Project Officer's Inspection Reports are due.

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HYPOTHETICAL DATES

CONTRACTOR PLAN AND INSPECTION REPORT DUE DATES

MENU AREPDTE.....CODE (File Name will be in place of CODE)

CONTROL NUMBER: *99\*9999\*999*

CONREPDTE: *750915* PLNSPT: *5...* PLNCOM: *3...*

*751015* *10.* *10.*

*751115* *15.* *15.*

*751215* *25.* *25.*

*760115* *30.* *30.*

*760215* *40.* *40.*

*760315* *50.* *50.*

*760415* *60.* *60.*

*760515* *70.* *70.*

*760615* *80.* *80.*

*760715* *90.* *90.*

*760815* *100* *100*

POREPDTE: *751015*  
.....

*751215*  
.....

*760215*  
.....

*760415*  
.....

*760615*  
.....

*760815*  
.....

COMPLETE 537614.000

The information in *italics type* is the user's data input.

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HYPOTHETICAL DATES

INSPECTION REPORT DUE DATES ONLY

MENU AREPDTE.....CODE (File Name will be in place of CODE)

CONTROL NUMBER: *88*\**8888*\**888*

CONREPDTE: ..... PLNSPT: ... PLNCOM: ...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

POREPDTE: *761015*  
.....

*761215*  
.....

*770215*  
.....

*770415*  
.....

*770615*  
.....

*770815*  
.....

COMPLETE 537614.000

See page 104 for explanation of input data.

The information in *italics type* is the user's data input.

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HYPOTHETICAL DATES

REVISED CONTRACTOR PLAN AND INSPECTION REPORT DUE DATES

MENU AREPDTE.....CODE (File Name will be in place of CODE)

CONTROL NUMBER: *99 9999 999*  
                  ..*\**.....*\**...

CONREPDTE: *760915*    PLNSPT: *75*    PLNCOM: *90*  
              .....            ...            ...

*761015*                *90*                *95*  
.....                ...                ...

*761115*                *98*                *98*  
.....                ...                ...

*761215*                *100*                *100*  
.....                ...                ...

.....                ...                ...

.....                ...                ...

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POREPDTE: *761015*  
              .....

*761215*  
.....

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.....

COMPLETE 537614.000

If the contract is amended to change the schedule or scope of work a revision of the plan and/or inspection report due dates from that point forward may be added. See page 104 for explanation of input data.

The information in *italics type* is the user's data input.

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### EXPLANATION OF INPUT DATA

The Contractor Reporting and Project Officer Reporting may be entered at the same time or at different times. Always enter the data as you receive the information.

CONTROL NUMBER	Type in preassigned control number (it will be the same as the contract number) Depress ENTER KEY if you want to check your previous input. If you have no need to check, proceed with update.
CONTRACTOR REPORTING DATE	Enter date of report using YYMMDD format. Be sure to use the same date as the due date.
ACTUAL PER CENT SPENT	Enter percentage of funds expended to date.
ACTUAL PER CENT COMPLETE	Enter percentage of work completed to date.
EXPENDITURES FOR PERIOD	Enter amount of obligations and/or expenditures this period.
FUNDS TO COMPLETE	Enter the dollar amount of estimate of funds to complete.
PROJECT OFFICER REPORTING DATE	Enter date of report using YYMMDD format. Be sure to use the same date as the was due.
ON SCHEDULE	Enter Y (yes) or N (no).
PER CENT WORK COMPLETE	Enter percentage
WITHIN FUNDS	Enter Y (yes) or N (no)
PER CENT FUNDS SPENT	Enter percentage
PROJECT OFFICER EVALUATIONS	4 (Above average). See EVALTRT for other codes.

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HYPOTHETICAL REPORTS

MENU AREPROTS.....CODE (File Name will be in place of CODE)

CONTROL NUMBER: *99 9999 999* GFE: . GFE VALUE: ....

DELIVERABLE ITEM: .....

.....

.....

.....

CONTRACTOR REPORTING DATE: *751015* PLANNED PERCENT SPENT: ...

ACTUAL PERCENT SPENT: *10* PLANNED PERCENT COMPLETE: ...

ACTUAL PERCENT COMPLETE: *10* EXPENDITURES FOR PERIOD: *400000* .....

FUNDS TO COMPLETE: *19200000* PROJECT OFFICER REPORTING DATE: *751015* .....

ON SCHEDULE: *Y* PERCENT WORK COMPLETE: *10* WITHIN FUNDS: *Y*

PERCENT FUNDS SPENT: *10* PROJECT OFFICER EVALUATION: *4*

FINAL WORK GRADE: . FINAL CONTRACTOR GRADE: . FINAL SECURITY GRADE: .

FINAL AUDIT GRADE: .

PROJECT OFFICER FINAL EVALUATION:

.....\*..\*

.....\*..\*

.....\*..\*

.....\*..\*

.....\*..\*

COMPLETED 537652.000

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EXPLANATION OF INPUT DATA

Upon receipt of the Contractor's Monthly Contract Status Report this information is entered into the STEPS data base.

CONTROL NUMBER	Type in pre-assigned control number (it will be the same as the contract control number) Depress ENTER KEY if you want to check your previous input. If you have no need to check, proceed with update.
CONTRACTOR REPORTING DATE	Enter date of report using YYMMDD format. Be sure to use the same date as the due date.
ACTUAL PER CENT SPENT	Enter percentage of funds expended to date.
ACTUAL PER CENT COMPLETE	Enter percentage of work completed to date.
EXPENDITURES FOR PERIOD	Enter amount of obligations and/or expenditures this period.
FUNDS TO COMPLETE	Enter the dollar amount of estimate of funds to complete.

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HYPOTHETICAL REPORTS

MENU AREPROTS.....CODE (File Name will be in place of CODE)

CONTROL NUMBER: *99\*9999\*999* GFE: . GFE VALUE: ....

DELIVERABLE ITEM: .....

.....

.....

.....

CONTRACTOR REPORTING DATE: *750915* PLANNED PERCENT SPENT: ...

ACTUAL PERCENT SPENT: *5* ... PLANNED PERCENT COMPLETE: ...

ACTUAL PERCENT COMPLETE: *3* ... EXPENDITURES FOR PERIOD: *400000* .....

FUNDS TO COMPLETE: *19600000* PROJECT OFFICER REPORTING DATE: .....

ON SCHEDULE: . PERCENT WORK COMPLETE: ... WITHIN FUNDS: .

PERCENT FUNDS SPENT: ... PROJECT OFFICER EVALUATION: .

FINAL WORK GRADE: . FINAL CONTRACTOR GRADE: . FINAL SECURITY GRADE: .

FINAL AUDIT GRADE: .

PROJECT OFFICER FINAL EVALUATION:

.....\*.\*.....

.....\*.\*.....

.....\*.\*.....

.....\*.\*.....

.....\*.\*.....

COMPLETED 537652.000

The information in *italics type* is the user's data input.

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### EXPLANATION OF INPUT DATA

This information is entered when the Project Officer indicates the contract work has been completed.

When the Project Officer indicates the contract work has been completed this information is entered at the same terminal session that you make the contract complete.

CONTROL NUMBER	Type in preassigned control number (it will be the same as the contract control number, which you just used to update the contract). Depress ENTER KEY if you want to check your previous input. If you have no need to check, proceed with update.
PROJECT OFFICER REPORTING DATE	Enter date of report using YYMMDD format. Be sure to sue the same date as the one due.
ON SCHEDULE	Enter Y (yes) or N (no).
PER CENT WORK COMPLETE	Enter percentage.
WITHIN FUNDS	Enter Y (yes) or N (no).
PER CENT FUNDS SPENT	Enter percentage.
PROJECT OFFICER EVALUATION	4 (Above average). See EVALTRT for other codes.

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HYPOTHETICAL REPORTS

MENU AREPROTS.....CODE (File Name will be in place of CODE)

CONTROL NUMBER: *88\*8888\*888* GFE: . GFE VALUE: ....

DELIVERABLE ITEM: .....

.....

.....

.....

CONTRACTOR REPORTING DATE: ..... PLANNED PERCENT SPENT: ...

ACTUAL PERCENT SPENT: ... PLANNED PERCENT COMPLETE: ...

ACTUAL PERCENT COMPLETE: ... EXPENDITURES FOR PERIOD: .....

FUNDS TO COMPLETE: ..... PROJECT OFFICER REPORTING DATE: *751015*

ON SCHEDULE: *Y* PERCENT WORK COMPLETE: *10* WITHIN FUNDS: *Y*

PERCENT FUNDS SPENT: *10* PROJECT OFFICER EVALUATION: *4*

FINAL WORK GRADE: . FINAL CONTRACTOR GRADE: . FINAL SECURITY GRADE: .

FINAL AUDIT GRADE: .

PROJECT OFFICER FINAL EVALUATION:

.....\*.\*.....

.....\*.\*.....

.....\*.\*.....

.....\*.\*.....

.....\*.\*.....

COMPLETED 537652.000

The information in *italics type* is the user's data input.

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# EXPLANATION OF INPUT DATA

This information is entered when the Project Officer indicates the contract work has been completed.

When the Project Officer indicates the contract work has been completed this information is entered at the same terminal session that you make the contract complete.

CONTROL NUMBER	Type in preassigned control number (it will be the same as the contract control number, which you just used to update the contract). Depress ENTER KEY if you want to check your previous input. If you have no need to check, proceed with update.
GFE	If applicable enter R which indicates that the Government furnished equipment has been returned.
PROJECT OFFICER REPORTING DATE	Enter date of report using YYMMDD format. Be sure to sue the same date as the one due.
ON SCHEDULE	Enter Y (yes) or N (no).
PER CENT WORK COMPLETE	Enter percentage
WITHIN FUNDS	Enter Y (yes) or N (no).
PERCENT FUNDS SPENT	Enter percentage.
PROJECT OFFICER EVALUATION	1 (Outstanding). See EVALTRT for other codes.
FINAL WORK GRADE	Enter one of the above numeric evaluations.
FINAL CONTRACTOR GRADE	Enter one of the above numeric evaluations.
PROJECT OFFICER FINAL EVALUATION	Enter WORK (a keyword used in generating form 1897)* line number* evaluation of the contractor's performance.

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HYPOTHETICAL REPORTS

MENU AREPROTS.....CODE (File Name will be in place of CODE)

CONTROL NUMBER: 99\*9999\*999 GFE: . GFE VALUE: ....

DELIVERABLE ITEM: .....

.....

.....

.....

CONTRACTOR REPORTING DATE: ..... PLANNED PERCENT SPENT: ...

ACTUAL PERCENT SPENT: ... PLANNED PERCENT COMPLETE: ...

ACTUAL PERCENT COMPLETE: ... EXPENDITURES FOR PERIOD: .....

FUNDS TO COMPLETE: ..... PROJECT OFFICER REPORTING DATE: 760715

ON SCHEDULE: <sup>Y</sup>/<sub>Y</sub> PERCENT WORK COMPLETE: 100 WITHIN FUNDS: <sup>Y</sup>/<sub>Y</sub>

PERCENT FUNDS SPENT: 100 PROJECT OFFICER EVALUATION; 1

FINAL WORK GRADE: 1 FINAL CONTRACTOR GRADE: 1 FINAL SECURITY GRADE: .

FINAL AUDIT GRADE: .

PROJECT OFFICER FINAL EVALUATION:

WORK .....\*01\* AS A WHOLE THE PERFORMANCE HAS BEEN VERY GOOD.

WORK .....\*02\* THE CONTRACTOR HAS DONE ESSENTIALLY WHAT HE SAID

WORK .....\*03\* HE COULD DO - IN SOME INSTANCES, ESPECIALLY WITH

WORK .....\*04\* THE COMPUTER PROGRAMMING, A GOOD DEAL MORE; VERY

WORK .....\*05\* KNOWLEDGEABLE IN THIS AREA.

COMPLETED 537652.000

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EXPLANATION OF DATA INPUT

This information is entered into the STEPS data base upon receipt of the Authority to proceed with the performance of a Work Order, from the Contracting Officer. (Form 2448)

CONTROL NUMBER	Type in pre-assigned control number (same as the contract control number) Depress ENTER KEY. If you want to check your previous input. If you have no need to check, proceed with update.
WORK ORDER NUMBER	Enter assigned work order number from 2448
START DATE	Enter effective date of work order.
SCHEDULED COMPLETION DATE	Enter completion date of work order.
FY	Enter FY related to the work order actions.
COST	Enter dollar amount the work order will cost
FEE	Enter dollar amount of the work order fee if applicable.
DESCRIPTION	Enter scope of work and deliverable items.

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HYPOTHETICAL WORK ORDER

MENU WOO.....CODE (File Name will be in place of CODE)

CONTROL NUMBER: <sup>66</sup>\*<sup>6666</sup>\*<sup>666</sup> WORK ORDER NUMBER: <sup>1</sup>...

START DATE: <sup>760624</sup> SCH COMP DATE: <sup>761001</sup> EXTENSION DATE:..... ACT COMP:.....

FY: <sup>76</sup> COST: <sup>453000</sup> FEE: <sup>42700</sup>.....

OVERRUN AMT:..... EVALUATION: .

DESCRIPTION: *01\* ADDITIONAL INFORMATION REQUIRED FOR FINAL REPORT.*  
*02\* PREPARE AND PRESENT A BRIEFING AT CONFERENCE 1 SEP*  
*03\* 76. DELIVERABLES 70 COPIES OF FINAL REPORT AND*  
*04\* BRIEFING OF RESULTS.*  
*..\**.....

COMPLETED 569919.000

The information in *italics type* is the user's data input.

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EXPLANATION OF DATA INPUT

This information is entered into the STEPS data base when the Work order has been completed.

CONTROL NUMBER	Type in pre-assigned control number (same as the contract control number) Depress ENTER KEY if you want to check your previous input. If you have no need to check, proceed with update.
WORK ORDER NUMBER	Enter assigned Work Order Number.
ACT COMP	Enter date work order was completed
EVALUATION	Enter one of the following numeric evaluations 0 - None 1 - Outstanding 2 - Excellent 3 - Very good 4 - Above Average 5 - Average 6 - Minimum Acceptable 7 - Unsatisfactory

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HYPOTHETICAL WORK ORDER

MENU WOO.....CODE (File Name will be in place of CODE)

CONTROL NUMBER:<sup>66</sup>\*<sup>6666</sup>\*<sup>666</sup> WORK ORDER NUMBER: <sup>1</sup>...

START DATE:..... SCH COMP DATE:..... EXTENSION DATE:..... ACT COMP:<sup>761001</sup>.....

FY:... COST:..... FEE:.....

OVERRUN AMT:..... EVALUATION: <sup>2</sup>.

DESCRIPTION:..\*.....  
                  ..\*.....  
                  ..\*.....  
                  ..\*.....  
                  ..\*.....

COMPLETED 569919.000

The information in *italics type* is the user's data input.

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### TASK FILE

This file contains data pertinent for the tracking of task related to a contract.

#### Chronological Order of Input

- Active - Upon receipt of a contract the initial data is required as input for the task, also make initial input to subtask.
- During - Update required as events occur.
- Completed - Update required when task is completed.

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DATA ELEMENTS - TASK LEVEL

DATA ELEMENT NAME	INPUT	MNEMONIC
Control Number	X	DL/ID
Task Priority Rank	X	T/RANK
Task Title	X	T/TITLE
Task Agency Leader	X	T/LEADER
Task Contractor Leader	X	T/CLEADER
Task Start Date	X	T/STDATE
Task Scheduled Completion Date	X	T/SCDATE
Task Actual Completion Date	X	T/ACDATE
Task Fiscal Year Related to Funds	X	T/FY
Task Total Cost	X	T/COST *T/COST\$
Task Machine Cost	X	T/MCHOST *T/MCHCOST\$
Contractor personnel, man hours, and rate to a task	X	T/CONPHR
Contractor personnel 1st part		T/CONPER
Scheduled man hour per individual 2nd part		T/SCMANHR
Hourly rate per individual 3rd part		T/HRRATE *T/HRRATE\$
Salary paid or scheduled to be paid to a Contract employee pertinent to a task		T/MANSAL *T/MANSAL\$
Total salary paid or scheduled to be paid to all contract employees pertinent to a task		T/TOTSAL *T/TOTSAL\$

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KIQ related FY and cost	X	T/KIQCC
KIQ related FY 1st part of T/KIQCC		T/KIQFY
KIQ related cost 3rd part of T/KIQCC		T/KIQCOST
KIQ Code 2nd part of T/KIQCC		T/KIQCOD
KIQ Translation		KIQ
 Description of Task	 X	 T/DESCR
ID of Intel/Product	X	T/IPID
Description of Intel/Product	X	T/IPDES
Estimated Data of Intel/Product delivery	X	T/IPESDT
Date Intel/Product Received	X	T/IPRECDT
Dissemination of Intel/Product	X	T/IPDCOD
Code Transmission		
Type of Intel/Product	X	T/IPTYPE
Cost of Intel/Product	X	T/IPCOST
		*T/IPCOST\$
 Intel/Product KIQ with related cost	 X	 T/IPKIQCC
KIQ Code 1st part of T/IPKIQCC		T/IPKIQ
KIQ Cost 2nd part of T/IPKIQCC		T/IPKIQCST
		*T/IPKIQCST\$

\* This allows the user to specify the punctuation used on a numeric field. Most money fields in STEPS can be displayed with standard punctuation by specifying the data element MEMONIC followed by a dollar sign (\$).

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### TASK INPUT INSTRUCTIONS

1. SIGNON to STEPS Data Base.
2. Type on screen  
MENU MAINT CODETASK (type in your file name instead of CODE)
3. Depress ENTER KEY
4. When the menu (ADDTASK) appears on the screen STEPS will be in format mode, then proceed with input.
  - A. Initial data entry of a task.
    - a. Input Control Number.
    - b. Input Task Number.
    - c. Input Task Rank.
    - d. Input Task Title.
    - e. Input Task Leader.
    - f. Input Contractor Leader.
    - g. Input Task Start Date.
    - h. Input Task Completion Date.
    - i. Input Task FY.
    - j. Input Task Cost.
    - k. Input Task Contractor Personnel.
    - l. Input Task Contractor Personnel Hours.
    - m. Input Task Contractor Personnel Rates.
    - n. Input Task Description.
    - o. Input Task Intel/Product ID.

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- p. Input Task Intel/Product Description.
- q. Input Task Intel/Product Estimated Date of Delivery.
- r. Depress ENTER KEY.
- s. When entry is complete the following statement will appear at the bottom of the menu.

```
$B(2) NUMERIC 0  
"Control Number" ADDED  
COMPLETED 123456.123 STATUS, 1
```

The data input on menu will disappear.

- t. Continue with input session or EXIT menu by typing ST in first two spaces of the Control Number, depress ENTER KEY, menu will disappear.
  - u. Continue with terminal session or SIGNOFF the STEPS Data Base.
- B. Additional data entry for a task is made as the events occur.
- a. Input Control Number.
  - b. Input Task Number.
  - c. Input the additional data you wish to enter at this time.
  - d. Depress ENTER KEY.
  - e. When entry is completed the following statement will appear at the bottom of the menu:

```
$B(2) NUMERIC 0  
"Control Number" UPDATED  
COMPLETED 123456.123 STATUS, 1
```

The data input on the menu will disappear.

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- f. Continue with input session or EXIT menu by typing ST in front two spaces of the Control Number, depress ENTER KEY. The menu will disappear from the screen.
- g. Continue with terminal session or SIGNOFF the STEPS Data Base.

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EXPLANATION OF INPUT

Upon receipt of negotiated contract enter the following data for Task, this is the initial input.

Control Number	Use pre-assigned contract control number.
Task	Use assigned task number.
SubTask	Use assigned SubTask number, required for SubTask data.
Rank	Priority of the work to be accomplished for each task.
Task Title	Brief description of the work to be accomplished
Task Leader	Agency task monitor (last name initials)
Contract Leader	Contractor task monitor (last name initials)
Start Date	Start date of work (YYMMDD format)
Completion Date	Date work to be completed (YYMMDD format)
FY	Fiscal Year of the money.
Cost	Contract Cost for the task.
Name	Contractor personnel working on the task.
Manhours	Estimated manhour for each person working on the task.
Rate	Hourly rate for each person working on the task.
Description	A description of the work to be accomplished.
IPID	Assign a number as an ID for each Intel/Product. Four digits are required.
INTEL/PRODUCT	A description of the product.
EST DATE	Estimated date Intel/Product will be received from contractor.

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EXPLANATION OF INPUT

After initial input enter data as events occur.

CONTROL NUMBER                      Use pre-assigned number.

TASK                                      Use pre-assigned number.

Input the additional data you wish  
to enter at this time.

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MENU ADDTASK.....CODE (File name will be in place of code)  
 CONTROL NUMBER ~~88~~\*~~8888~~\*~~8888~~ TASK ~~77~~=01- SUETASK ---- RANK -  
 TASK TITLE -----  
 TASK LEADER ----- CONTRACTOR LEADER -----  
 START DATE ----- COMPLETION DATE ----- ACTUAL COMPLETION DATE -----  
 FY -- COST ----- KIQ ----- KIQ COST ----- MACHINE COST -----  
 NAMES ----- MANHOURS ----- RATE -----  
 -----  
 -----  
 -----  
 DESCRIPTION --\*-----  
 --\*-----  
 --\*-----  
 --\*-----  
 --\*-----  
 --\*-----

MENU ADDTASK .....,CODE (File name will be in place of code)  
 CONTROL NUMBER --\*-----\*----- TASK ----- SUBTASK -----  
 IPID INTEL/PRODUCT  
 -----  
 -----\*-----  
 -----\*-----  
 -----\*-----  
 -----\*-----  
 -----\*-----  
 -----\*-----  
 -----\*-----  
 -----\*-----  
 -----\*-----  
 -----\*-----  
 IPID EST DATE DATE RECD DISTR KIQ KIQCOST PROD TYPE TOTAL COST  
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The information in *italics type* is the user's data input.

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### SUBTASK FILE

This file contains data pertinent for the tracking of subtask related to a contract.

#### Chronological Order of Input

- |           |   |
|-----------|---|
| Active    | - Upon receipt of a contract the initial data is required as input for the subtask. |
| During    | - Update required as events occur.  |
| Completed | - Update required when subtask is completed.  |

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# DATA ELEMENTS - SUBTASK LEVEL

DATA ELEMENT NAME	INPUT	MNEMONIC
Control Number	X	DL/ID
Subtask Priority Rank	X	S/RANK
Subtask Title	X	S/TITLE
Subtask Agency Leader	X	S/LEADER
Subtask Contractor Leader	X	S/CLEADER
Subtask Start Date	X	S/STDATE
Subtask Scheduled Completion Date	X	S/SCDATE
Subtask Action Completion Date	X	S/ACDATE
Subtask Fiscal Year Related to Funds	X	S/FY
Subtask Total Cost	X	S/COST
		*S/COST\$
Subtask Machine Cost	X	S/MCHCOST
		*S/MCHCOST\$
Contractor personnel, man hours, and rate to a subtask	X	S/CONPHR
Contractor personnel 1st part of S/CONPHR		S/CONPHER
Scheduled man hour per individual 2nd part of S/CONPHR		S/SCMANHR
Hourly rate per individual		S/HRRATE
		*S/HRRATE\$
Salary paid or scheduled to be paid to a contract employee pertinent to a sub-task		S/MANSAL
		*S/MANSAL
Total salary paid or scheduled to be paid to all contract employees pertinent to a sub- task		S/TOTSAL
		*S/TOTSAL\$

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KIQ related FY and cost	X	S/KIQCC
KIQ related to FY 1st part S/KIQCC		S/KIQFY
KIQ related cost 3rd part S/KIQCC		S/KIQCOST
KIQ code 2nd part S/KIQCC		S/KIQCOD
KIQ Translation		KIQ
Description of Subtask	X	S/DESCR
ID of Intel/Product	X	S/IPID
Description of Intel/Product	X	S/IPDES
Estimated Data of Intel/Produce Delivery	X	S/IPESDT
Date Intel/Product Received	X	S/IPRECDT
Dissemination of Intel/Product	X	S/IPDCOD
Code transmission		DISTRAN
Type of Intel/Product	X	S/IPTYPE
Cost of Intel/Product	X	S/IPCOST
		*S/IPCOST\$
Intel/Product KIQ with related cost	X	S/IPKLQCC
KIQ Code 1st part of S/IPKIQCC		S/IPKIQ
KIQ Cost 2nd part of S/IPKIQCC		S/IPKIQCT
		*S/IPKIQCST\$

\* This allows the user to specify the punctuation used on a numeric field. Most money fields in STEPS can be displayed with standard punctuation by specifying the data element MNEMONIC followed by a dollar sign (\$).

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### SUBTASK INSTRUCTIONS

1. SIGNON to STEPS Data Base.
2. Type on screen.  
MENU MAINT CODETASK (type in your file name instead of CODE)
3. Depress ENTER KEY
4. When the menu (ADDSUBTASK) appears on the screen STEPS will be in format mode, then proceed with input.
  - A. Initial data entry of a Subtask.
    - a. Input Control Number.
    - b. Input Task Number.
    - c. Input Subtask Number.
    - d. Input Subtask Rank.
    - e. Input Subtask Title.
    - f. Input Subtask Leader.
    - g. Input Contractor Leader.
    - h. Input Subtask Start Date.
    - i. Input Subtask Completion Date.
    - j. Input Subtask FY.
    - k. Input Subtask Cost.
    - l. Input Subtask Contractor Personnel.
    - m. Input Subtask Contractor Personnel hours.
    - n. Input Subtask Contractor Personnel rates.
    0. Input Subtask Description.

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- p. Input Subtask Intel/Product ID.
- q. Input Subtask Intel/Product Description.
- r. Input Subtask Intel/Product estimated date of delivery.
- s. Depress ENTER KEY.
- t. When entry is complete the following statement will appear at the bottom of the menu.

\$B(2) NUMERIC 0  
"Control Number" ADDED  
Completed 123456,123 STATUS 1,

The data input on menu will disappear.

- u. Continue with input session or EXIT menu by typing ST in first two spaces of the Control Number, depress ENTER KEY, menu will disappear from screen.
  - v. Continue with terminal session or SIGNOFF the STEPS Data Base.
- B. Additional data entry for a Subtask is made as the events occur.
- a. Input Control Number.
  - b. Input Task Number.
  - c. Input Subtask Number.
  - d. Input the additional data you wish to enter at this time.
  - e. Depress ENTER KEY.
  - f. When entry is completed the following statement will appear at the bottom of the menu:

\$B(2) NUMERIC 0  
"Control Number" UPDATED  
COMPLETED 123456,123 STATUS, 1

The data input on the menu will disappear.

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- g. Continue with input session or EXIT menu by typing ST in front two spaces of the Control Number, depress ENTER KEY. The menu will disappear from the screen.
- h. Continue with terminal session or SIGNOFF the STEPS Data Base.

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EXPLANATION OF INPUT

Upon receipt of negotiated contract enter the following data for Subtask, this is the initial input.

Control Number	Use pre-assigned contract control number.
Task	Use assigned task number.
SubTask	Use assigned SubTask number, required for SubTask data.
Rank	Priority of the work to be accomplished for each task.
Task Title	Brief description of the work to be accomplished.
Task Leader	Agency task monitor (last name initials)
Contract Leader	Contractor task monitor (last name initials)
Start Date	Start date of work (YYMMDD format)
Completion Date	Date work to be completed (YYMMDD format)
FY	Fiscal Year of the money.
Cost	Contract Cost for the task.
Name	Contractor personnel working on the task.
Manhours	Estimated manhour for each person working on the task.
Rate	Hourly rate for each person working on the task.
Description	A description of the work to be accomplished.
IPID	Assign a number as an ID for each Intel/Product. Four digits are required.
INTEL/PRODUCT	A description of the product.
EST DATE	Estimated date Intel/Product will be received from contractor.

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#### EXPLANATION OF INPUT

After initial input enter data as events occur.

CONTROL NUMBER	Use pre-assigned number.
TASK	Use pre-assigned number.
SUBTASK	Use pre-assigned number for sub task data only.

Input the additional data you wish to enter at this time.

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MENU ADDTASK.....CODE (File name will be in place of code)  
 CONTROL NUMBER ~~88-8888-800~~ TASK ~~76-1~~ SUTASK ~~1.1~~ RANK -  
 TASK TITLE -----  
 TASK LEADER ----- CONTRACTOR LEADER -----  
 START DATE ----- COMPLETION DATE ----- ACTUAL COMPLETION DATE -----  
 FY -- COST ----- KIQ ----- KIQ COST ----- MACHINE COST -----  
 NAMES ----- MANHOURS ----- RATE -----  
 -----  
 -----  
 -----  
 DESCRIPTION --\*-----  
 --\*-----  
 --\*-----  
 --\*-----  
 --\*-----  
 --\*-----

MENU ADDTASK .....CODE (File name will be in place of code)  
 CONTROL NUMBER --\*-----\*--- TASK ----- SUBTASK -----  
 IPID INTEL/PRODUCT  
 ---- -\*-----  
 ---- -\*-----  
 ---- -\*-----  
 ---- -\*-----  
 ---- -\*-----  
 ---- -\*-----  
 ---- -\*-----  
 ---- -\*-----  
 ---- -\*-----  
 IPID EST DATE DATE RECD DISTR KIQ KIQCOST PROD TYPE TOTAL COST  
 ----  
 ----  
 ----  
 ----  
 ----  
 ----  
 ----  
 ----  
 ----

The information in *italics type* is the user's data input.

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TABLES

The TABLES (dictionaries) have been incorporated into STEPS as an edit check to insure consistency in the input data. When there is a requirement for the addition of a new item contact the Data Base Manager.

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ITEM	TABLE NAME	Required By		
		FILE	MENU TITLE	FIELD NAME (MNEMONIC)
Project Name	PROJT	Project	Project Name	PNAME
Category	CATT	Project	Category	CAT
Subcategory	SUBCAT	Project	Subcategory	SUBCAT
Element	ELEMT	Project	Element	ELEM
Subelement (RD&E Only)	SUBELEMT	Project	Element	ELEM
Office	OFFICETRT	Project	Project Number	ID (1st part)
		Contract	Control Number	ID (1st part)
		Reports	Control Number	ID (1st part)
		Task	Control Number	ID (1st part)
Contractor's Name	CONN	Contract	Contractor Name	CNAME
Contractor's Division	COND	Contract	Contractor Division	CDIV
Contractor Class	CCLASST	Contract	Cclass	CCLASS
System (RD&E Only)	SYSTEMTRT	Contract	System	SYSTEM
Contractor's Location State	STAT	Contract	Cstate	CSTATE
Type of Contract	TYPT	Contract	Ctype	CTYPE
Phase of R&D Work (RD&E Only)	RDWKT	Contract	RDWK	RDWK
Non-R&D Work	NONRDT	Contract	Nonrd	NONRD
Contract Money Stage	CSTAGE	Contract	Cstage	CSTAGE
Contract Status	STATTRT	Contract	Contract Status (1st Part)	CSTATDATE (1st Part)
Source	SOURCE	Contract	Source	SOURCE
Sole Source	YNT	Contract	Sole Source	SS
Security Classification	SESCLASS			
Title Classification		Contract	Titclass	TITCLASS
Work Classification		Contract	Wkclass	WKCLASS
Government Furnished Property	YNT	Reports	GFE	GFE

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ITEM	TABLE NAME	FILE	REQUIRED BY	
			MENU TITLE	FIELD NAME (MNEMONIC)
Evaluations/Grades Project Officer's Evaluation	EVALTRT	REPORTS	Project Officer's Evaluation	POEVAL
Final Work Grade	"	"	Final Work Grade	FWORKGR
Final Contractor Grade	"	"	Final Contractor Grade	FCONTGR
Final Security Grade	"	"	Final Security Grade	FSOGR
Final Audit Grade	"	"	Final Audit Grade	AUDITGR
Work Order Performance Evaluation	"	"	Evaluation	WOEVAL
On Schedule	YNT	"	On Schedule	PONSCH
Within Funds	YNT	"	Within Funds	POWINFUND
Percentages	PER			
Planned Percent Spent	PER	"	Planned Percent Spent	PLNSPT
Actual " "	PER	"	Actual Percent Spent	ACTSPT
Planned Percent Complete	PER	"	Planned Percent Complete	PLNCOM
Actual " "	PER	"	Actual Percent Complete	ACT
Percent Work Complete	PER	"	Percent Work Complete	POPWK
Percent Funds Spent	PER	"	Percent Funds Spent	POPFND
KIQ	KIQCOD	TASK SUBTASK	KIQ	T/KIQCC S/KIQCC
Intell/Product Type	PRODCOD	TASK SUBTASK	PROD TYPE	T/IPTYPE S/IPTYPE
Product Dissemination	DISTCOD	TASK SUBTASK	DISTR	T/IPDCOD S/IPDCOD

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PROJT

This is a short, unique title for each project and must be the same as it appears in FRS. The input of information must be exactly like it is listed in the table. Due to the length and frequent changes to the table it is not listed. The user may display this table on his CRT.

To list the entire table

1. Type in

LIST PROJ

Depress ENTER KEY

2. The Terminal will respond with (the following is a portion of the list).

PROJT

0.....

ACC & VIB P

ACCESS SYS

DESIGN&ANALYSIS DIV

PROJECT ADMIN DIV

MANAGEMENT SUPPORT

STATUS 580,580

COMPLETED 11579.000

To list only a certain part of the table, such as all projects beginning with the letter "B" by creating a hit file.

1. Type in

FOR PROJ WITH PROJ GE "B" AND WITH PROJ LT "C" CREATE HITB42.

Depress ENTER KEY

2. The terminal will respond with

STATEMENT= 876736.000, DATA+08/19/76, TIME=8.8201, USER=MIO

COMPLETED 876736.000 STATUS 1046,42,42,42

3. Type in

ORDER HITB42

Depress ENTER KEY

4. The Terminal will respond with

3095 THE DATA LIST/HITB42/HAS BEEN ORDERED AS SPECIFIED.

COMPLETED 876740.000

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OFFICETRT

This is the first part of the control number for all files and is in accordance with the Agency's FRS. When entering information into the data base use the appropriate numeric code from the following table. For retrieval purposes you may display and query either by the numeric code or the actual name.

CODE	OFFICE
0.	0.....
25	OTS
55	NPIC
60	O/DDS&T
61	OSA
62	ORD
63	OEL
64	OSI
65	OTS
66	OWI
67	ODE
79	COMMO



CONN

This is the name of the parent company and must be entered exactly like it is listed in the table. When there is a transfer of funds to another Agency; the receiving Agency is responsible and becomes the parent company; the contractor which will accomplish the work becomes the division.

To list the entire table

1. Type in

LIST CONN

Depress ENTER KEY

2. The terminal will respond with

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To list only certain part of the table, such as all projects beginning with the letter "B" by creating a hit file.

1. Type in

FOR CONN WITH CONN GE "B" AND WITH CONN LT "C" CREATE HITB42

Depress ENTER KEY

2. The terminal will respond with

STATEMENT=876736,000. DATE=08/19/76, TIME=8,8201, USER=MIO  
COMPLETED 876736,000 STATUS 1046,42,42,42

3. Type in

ORDER HITB42

Depress ENTER KEY

4. The terminal will respond with

STATEMENT=876740,000, DATE=08/19/76, TIME=8,8248, USER=MIO  
3095 THE DATA LIST /HITB42/ HAS BEEN ORDERED AS SPECIFIED.  
COMPLETED 876740,000

5. Type in

LIST HITB42 JUST

Depress ENTER KEY

6. The terminal will respond with



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COND

This is the name of the contractor's division which is responsible for the work to be accomplished, and must be entered exactly like it is listed in the table.

To list the entire table

1. Type in

LIST COND

Depress ENTER KEY

2. The terminal will respond with

```
      . COND
0.....
ABERDEEN PROVING GD
X-RAY DIV
```

STATUS 199,199  
COMPLETED 11578.000

To list only a certain part of the table, such as all contracts beginning with the letter "B" by creating a hit file.

1. Type in

FOR COND WITH COND GE "B" AND WITH COND LT "C" CREATE HITB42.

Depress ENTER KEY

2. The terminal will respond with

STATEMENT= 876736.000. DATE=08/19/76, TIME=8,8201, USER=MIO  
COMPLETED 876736.000 STATUS 1046,42,42,42

3. Type in

ORDER HITB42

Depress ENTER KEY

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4. The terminal will respond with

STATEMENT=876740,000, DATE=08/19/76, TIME=8,8248, USER=MIO  
3095 THE DATA LIST /HITB42/ HAS BEEN ORDERED AS SPECIFIED.  
COMPLETED 876740,000

5. Type in

LIST HITB42 JUST

Depress ENTER KEY

6. The terminal will respond with



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CCLASST

This is the class the contractor falls in. The information must be entered in the appropriate numeric code from the following table. For retrieval purposes you may display and query either by the numeric code or the actual name.

CODE	CCLASS
0.	FIELD NAME..CCLASSOUT
1	GOVERNMENT
2	INDIVIDUAL
3	CORPORATION
4	INSTITUTE
5	COMMERCIAL LAB
6	UNIVERSITY
7	FOUNDATION
8	OTHER

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STAT

This is the state in which the contractor is located and where the work is being accomplished.

<u>STATE</u>	<u>CODE</u>	<u>STATE</u>	<u>CODE</u>
ALABAMA.....	ALA	SOUTH CAROLINA.....	SC
ALASKA.....	ALAS	SOUTH DAKOTA.....	SD
ARIZONA.....	ARIZ	TENNESSEE.....	TENN
ARKANSAS.....	ARK	TEXAS.....	TEX
CALIFORNIA.....	CAL	UTAH.....	UTAH
COLORADO.....	COLO	VERMONT.....	VT
CONNECTICUT.....	CONN	VIRGINIA.....	VA
DELAWARE.....	DEL	WASHINGTON.....	WASH
FLORIDA.....	FLA	WEST VIRGINIA.....	WV
GEORGIA.....	GA	WISCONSIN.....	WIS
HAWAII.....	HI	WYOMING.....	WYO
IDAHO.....	IDAHO	DISTRICT OF COLUMBIA.....	DC
ILLINOIS.....	ILL		
INDIANA.....	IND		
IOWA.....	IOWA		
KANSAS.....	KANS		
KENTUCKY.....	KY		
LOUISIANA.....	LA		
MAINE.....	MAINE		
MARYLAND.....	MD		
MASSACHUSETTS.....	MASS		
MICHIGAN.....	MICH		
MINNESOTA.....	MINN		
MISSISSIPPI.....	MISS		
MISSOURI.....	MO		
MONTANA.....	MONT		
NEBRASKA.....	NEB		
NEVADA.....	NEV		
NEW HAMPSHIRE.....	NH		
NEW JERSEY.....	NJ		
NEW MEXICO.....	NM		
NEW YORK.....	NY		
NORTH CAROLINA.....	NC		
NORTH DAKOTA.....	ND		
OHIO.....	OHIO		
OKLAHOMA.....	OKLA		
OREGON.....	ORE		
PENNSYLVANIA.....	PA		
RHODE ISLAND.....	RI		

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TYPT

This is the type of contract concerning payment.

<u>CODE</u>	<u>DESCRIPTION</u>
COST	Cost type
CPAF	Cost plus award fee
CPAFL	Cost plus award fee & LOE
CPFF	Cost plus fixed fee
CPFFL	Cost plus fixed fee & LOE
CPIF	Cost plus incentive fee
CPIFL	Cost plus incentive fee & LOE
CS	Cost sharing
CSL	Cost sharing & LOE
CT	Cost type
CTL	Cost type & LOE
FFP	Firm fixed price
FP	Fixed price
FPIF	Fixed price incentive fee
FPIFL	Fixed price incentive fee & LOE
FPLOE	Fixed price & LOE
FPR	Fixed price redeterminable
FPRL	Fixed price redeterminable & LOE
GRANT	Grant
LI	Letter of Intent
LOE	Level of Effort
T&M	Time and Material
T&ML	Time and Material & LOE
XFER	Transfer of funds



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RDWK

This describes the task to be performed in the relative position of the work in the technical spectrum ranging from concept through engineering to an end product. Input and retrieval is by the code only.

<u>CODE</u>	<u>DESCRIPTION</u>
AD	Advanced development
ED	Engineering development
EX	Exploratory development
MS	Management support
OD	Operational systems development
RE	Research

NONRD

This describes the type of work required to accomplish the task. Input and retrieval is by the code only.

NONRD CODE

CONSULTANT  
EXT ANAL  
GSA WO  
MAINTENANCE  
MODIFICATION  
PROCUREMENT  
RENTAL  
REPAIR  
SERVICES  
SOFTWARE  
TECH REP  
TRAINING

CSTAGE

This describes the stage of the money related to a contract. Input and retrieval is by the code only.

<u>CODE</u>	<u>DESCRIPTION</u>
P	Planned
O	Obligated
N	Negotiated

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STATTRT

This is the status of the contract action. Input of information is by the numeric code. Retrieval purposes you may display and query either by the code or the actual name.

CODE	STATUS
0.	FIELD NAME...STATTR
1	PLANNED
2	ACTIVE
3	EXTENDED
4	COMPLETED
5	INACTIVE
6	CANCELLED

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YES OR NO TABLE

All fields that required a yes or no indicator input use the following codes. Retrieval is by the code only.

YNT

This table is for items which require a yes or no.

<u>CODE</u>	<u>CODETR</u>
Y	YES
N	NO

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SECURITY CLASSIFICATION

TITLE CLASSIFICATION

AND

WORK CLASSIFICATION

This indication is the security classification of the title and work only.

SECCLASS

This table is for items that require a security classification.

CODE	CODETR
U	UNCLASSIFIED
C	CONFIDENTIAL
S	SECRET
TS	TOP SECRET



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EVALTRT

All fields that require an evaluation will be input by code and for retrieval purposes may display and query either by the code or the actual name.

CODE	EVALUATION
0.	FIELD NAME....EVALTR
0	NONE
1	OUTSTANDING
2	EXCELLENT
3	VERY GOOD
4	ABOVE AVERAGE
5	AVERAGE
6	MINIMUM ACCEPTABLE
7	UNSATISFACTORY

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PERCENTAGES

All fields that require percentages have a range of 0 to 100, without leading 0s.

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### RETRIEVAL CAPABILITIES

Once data has been input into the data base it may be retrieved by any logical query. The following are the basic retrieval capabilities.

1. Has all on-line query capabilities available under GIMS language.
2. Has on-line capability through menu format for an individual project, contract, report, task, or sub-task retrieval of all the data for the specified record.
3. Has on-line capability to produce the following forms.
  - a. Request for procurement services (2420).
  - b. All purpose obligating document (3781).
  - c. Inspection reports due.
  - d. Inspection report (1897).
4. Each user has the capability to tailor inquiries for his own specific requirements. STEPS is designed to provide maximum flexibility in displaying data to satisfy the needs of the requester.
5. Once a requirement has been established for a report, data can be retrieved in one of the following forms:
  - a. A listing report, which the query must be reconstructed each time you wish to produce the report. The report is displayed immediately on the screen. Whenever possible the information will be displayed in a columnar format. If the headerup of the information to be listed exceeds 80 characters, it will display in a vertical format unless the user has used the setline option. A hard copy may be produced as follows.
    1. TI printer is produced and obtainable immediately.
    2. High speed printer produced immediately but must be picked up in the DAC.
  - b. Thru the Data Base Manager the following reports are available.
    1. A one time formatted report. This type of report requires at least one hour to produce.

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2. A report that is required periodic can be constructed for a user, which requires 24 hours (overnight) to produce. The user will be giving a statement number for the report. Whenever the report is to be produced, the user will request the DAC to execute the statement.

## RETRIEVAL TERMS

### 1. LIST

Allows a user to display on his terminal the field names and field values of his files as requested.

Example  
Type in

LIST PROJECT

Depress ENTER KEY

This statement would display all of the data stored for every project record in your file

### 2. DATA SELECTION

Usually you only want to see certain data for certain records. This is data selection. Data selection is accomplished by a selection phrase, which is called a FOR clause. The selection of data will always be a comparison or if the data exists.

a. Comparison means the data is one or more of the following:

EQ (equal to)  
NE (not equal to)  
GT (greater than)  
LT (less than)  
GE (greater than or equal to)  
LE (less than or equal to)

For CODECONTRACT with CNAME EQ "ESL INC" LIST CTITLE

b. Existence is used to determine whether or not a field has a value stored in it by one of the following:

Present (a value is stored)  
Absent (no value stored)

FOR CODECONTRACT WITH ABSENT OFFICER LIST CTITLE DIV

- c. The comparison and/or existence selection may be joined with AND (both must be true).

FOR CODECONTRACT WITH FY EQ "76" AND WITH ABSENT LOGCNO LIST CTITLE CSTATDATE.

OR (only one must be true).

FOR CODECONTRACT WITH ABSENT OFFICER OR WITH ABSENT DIV LIST CTITLE CSTATDATE.

### 3. ARITHMETICAL OPERATORS

The arithmetical operators are represented by the following set of characters:

Addition (+)

Substraction (-)

Multiplication (\*)

Division (/)

Equal Replacement (=)

The user may use his own Arithmetical expression as follows:

FOR CODEPROJECT WITH FY EQ "76" LIST PBALANCE POPAMT-COPAMTOT

### 4. COUNT

Is used to count the total number of records of a FOR clause.

### 5. TOTAL

Is used to add up numeric value fields.

FOR CODECONTRACT WITH SOURCE EQ "7" TOTAL OBLIG, WHEN FY EQ "76"

### 6. FIRST

To select the first value in a multi-valued field.

FOR CODECONTRACT WITH (FIRST SDATE) EQ "760715" LIST CTITLE CSTATDATE.

7. LAST

To select the last value in a multi-valued field.

FOR CODECONTRACT WITH (LAST STAT) EQ "1" LIST CTITLE CSTATDATE

8. \$SCANX

To select a value (word or string of characters) located in a specified field that begins a word.

FOR CODECONTRACT WITH \$SCANX (CTITLE, 'MIS') LIST CTITLE

9. \$SCAN

To select a value (word or string of characters) located in a specified field regardless of its location within the field.

FOR CODECONTRACT WITH \$SCAN (CTITLE, 'STUDY') LIST CTITLE.

10. CROSS FILE

Search capabilities, this means that you can search the contract file for something in the project or reports file.

Example

FOR CODECONTRACT WITH PNAME EQ "SUPPORT" LIST CTITLE FY FWORKGR

11. RENAMING OF FIELDS

You may rename any field for display as follows:

FOR CODECONTRACT WITH (LAST STAT) EQ "1" LIST CONTRACT---TITLE = CTITLE

12. SUB-FILE CREATION

A user is allowed to create his own sub-file. There are two types of sub-files that can be created.

- a. Hitfiles can be created and erased when the user signs off the STEPS Data Base.
- b. Invert files can be created and is erased only upon request.



13. EXTRACT

Copies STEPS selected data to a tape, which allows the use of another language (PL1, FORTRAN, etc.) required to produce a specific report and that is to be printed off-line.

14. REPORT GENERATORS

There are two report generators (BARF and REPORTW) available to the Data Base Manager. The user may request a BARF or REPORTW report by calling the Data Base Manager.

- a. Basic Automatic Report Formatter (BARF). The BARF program is designed to provide an easy method for the user to describe a report by entering report specifications through a CRT menu, extract the report data from STEPS, and produce a report, in an off-line, non-GIM environment. The report specifications once entered, will be stored permanently in STEPS.

This type of report requires at least 24 hours to produce a finished report.

- b. A Generalized Report Writer (REPORTW). REPORTW fills the need for a capability to prepare short, formatted reports or quick, one time response, larger reports. Its basic capabilities are pagination, positioning on the print line, sorting, and summarization.

REPORTW does not compete with Higher Order Language (COBOL or PL/1) report capabilities.

The primary benefits of REPORTW are in its simplicity of use and in the elimination of any support requirements, from operating personnel, e.g., tape handling.

This type of report requires at least one hour to produce a finished report.

15. HISTOGRAMS and point-to-point via line graphical output as it becomes available in GIM.
16. GRAPH DISPLAYS - when this feature is available in GIM, a procedure will be written to make it available to STEPS users.

1. To display all the data for every project in the file.
  - a. Type on screen.  
LIST CODEPROJECT
  - b. Depress ENTER KEY
  - c. Terminal will respond by printing the requested data on the screen.
  
2. To display all the data for every contract in the file.
  - a.. Type on screen.  
LIST CODECONTRACT
  - b. Depress ENTER KEY
  - c. Terminal will respond by printing the requested data on the screen.
  
3. To display all the data for every report in the file.
  - a. Type on screen.  
LIST CODEREPORTS
  - b. Depress ENTER KEY
  - c. Terminal will respond by printing the requested data on the screen.

4. To display all the data for a specific project in the file.

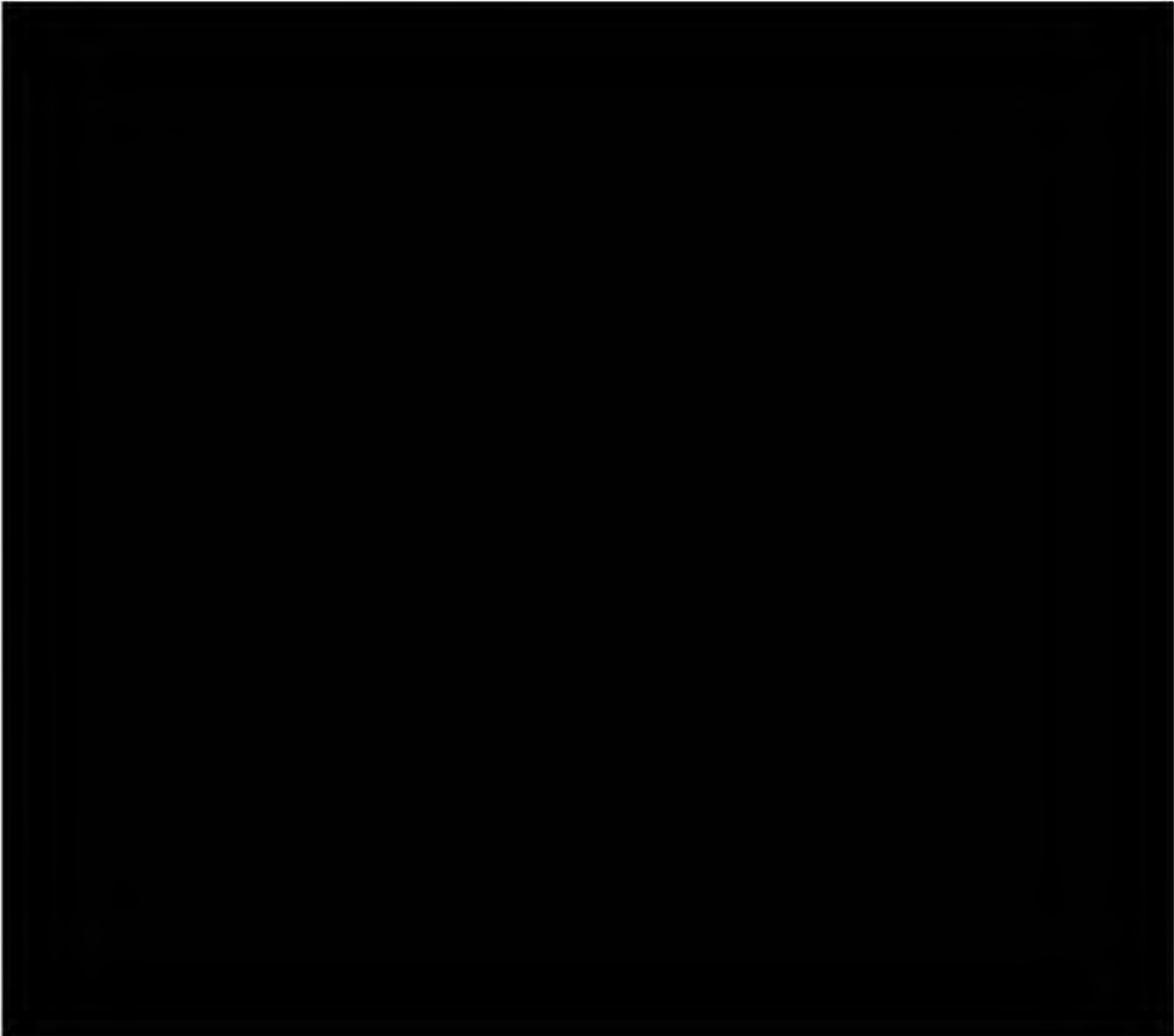
a. Type on screen.

LIST CODEPROJECT "77\*7777"

b. Depress ENTER KEY

c. Terminal will respond by printing the requested data on the screen.

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5. To display all the data for a specific contract in the file.

a. Type on screen

LIST CODECONTRACT '88\*8888\*888'

b. Depress ENTER KEY

c. Terminal will respond by printing the requested data on the screen.

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6. To display all the data for a specific report in the file.

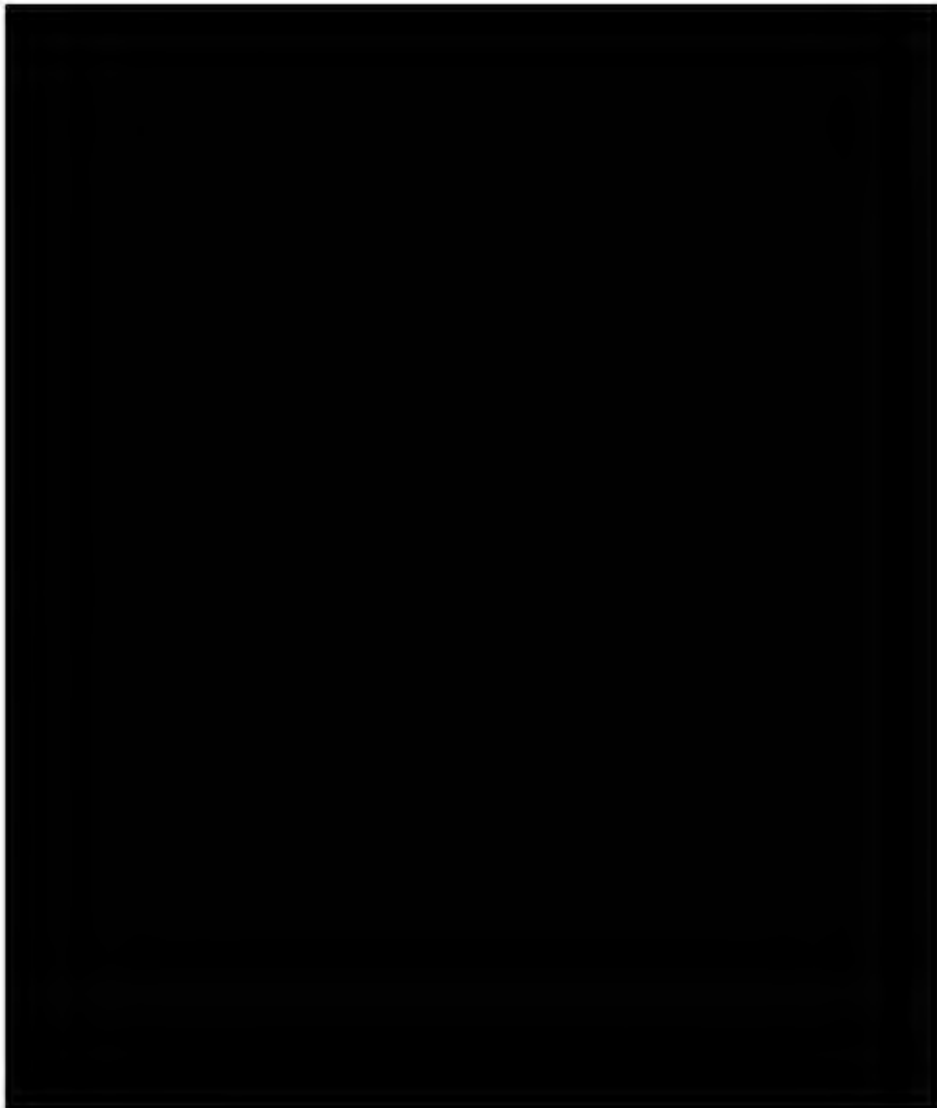
a. Type on screen.

LIST CODEREPORTS "99\*9999\* 001"

b. Depress ENTER KEY

c. Terminal will respond by printing the requested data on the screen.

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7. To display all the projects, with their related project names, operating amounts, obligations for FY 76 and under sub-category Science and Technology.

a. Type on screen

FOR CODEPROJECT WITH FY EQ "76" AND WITH SUBCAT EQ "13" LIST PNAME  
POPAMT\$, WHEN FY EQ "76" POBLIG\$, WHEN FY EQ "76"

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b. Depress ENTER KEY

c. Terminal will respond by printing the requested data on the screen.



8. To display all the FYs and related operating amounts and obligations for a specific project.

a. Type on screen.

FOR CODEPROJECT "99\*9999" LIST FY POPAMT\$ POBLIG\$

25X1A

b. Depress ENTER KEY

c. Terminal will respond by printing the requested data on the screen.



9. To display all reprogramming amounts and related impacts for the year (FY76)


a. Type on screen

FOR CODEPROJECT WITH REPROFY EQ "76" LIST REPROAMT\$, WHEN REPROFY EQ "76" REPROIMPACT, WHEN REPROFY EQ "76"

b. Depress ENTER KEY

25X1A

c. Terminal will respond by printing the requested data on the screen.




10. For contracts with overruns show contractor, project officer, original amount of contract, obligations to date, total amount of overruns.

a. Type on screen

FOR CODECONTRACT WITH PRESENT OVER LIST CNAME CTITLE OFFICER  
ORIGAMT\$ OVER\$

b. Depress ENTER KEY

c. Terminal will respond by printing the requested data on the screen.



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11. List of contracts for which an overrun is anticipated showing contractor, amount of deviation, and scheduled completion date.


a. Type on screen

FOR CODECONTRACT WITH DEVIATEM GT "0" LIST CNAME DEVIATEM\$ SCDATE

b. Depress ENTER KEY

25X1A

c. Terminal will respond by printing the requested data on the screen.



12. List of delinquent contracts showing contractor, project officer, and scheduled completion date.


a. Type on screen.

FOR CODECONTRACT WITH ((LAST STAT) EQ "2" OR WITH (LAST STAT) EQ "3")  
AND WITH (LAST SCDATE) LT "760901" LIST CNAME OFFICER SCDATE

b. Depress ENTER KEY

25X1A

c. Terminal will respond by printing the requested data on the screen.





13. List of contracts which are anticipated to become delinquent showing CNAME scheduled completion date.


a. Type on screen

FOR CODECONTRACT WITH (LAST PONSCH) EQ 'N' LIST CNAME SCDATE

b. Depress ENTER KEY

25X1A

c. Terminal will respond by printing the requested data on the screen.



14. List of contracts with latest project officer evaluation below average showing contractor, title of contract, and latest evaluation.


a. Type on screen.

FOR CODECONTRACT WITH (LAST POEVAL) GT "5" LIST CNAME CTITLE  
LATEST/EVAL = (LAST EVAL TR)

b. Depress ENTER KEY

25X1A

c. Terminal will respond by printing the requested data on the screen.



15. List of active contracts showing obligations to date and what the contractor has reported that he has expended to date.

a. Type on screen

FOR CODECONTRACT WITH ((LAST STAT) EQ "2" OR WITH (LAST STAT) EQ "3")  
LIST CNAME TDOBLIG\$ TDEXP\$

25X1A

b. Depress ENTER KEY

c. Terminal will respond by printing the requested data on the screen.



16. Number and dollar value of planned contracts. The number of contracts is the last part of the status.

a. Type on screen

FOR CODECONTRACT WITH (LAST STAT) EQ "1" AND WITH ABSENT OBLIG TOTAL  
COPAMT

b. Depress ENTER KEY

c. Terminal will respond by printing the requested data on the screen.



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17. Number and dollar value of contracts in process. The number of contracts is the last part of the status.


a. Type on screen

FOR CODECONTRACT WITH (LAST STAT) EQ "1" AND WITH PRESENT OBLIG  
TOTAL OBLIG

25X1A

b. Depress ENTER KEY

c. Terminal will respond by printing the requested data on the screen.



18. Number and dollar of active contracts. The number of contracts is the last part of the status.


a. Type on screen

FOR CODECONTRACT WITH ((LAST STAT) EQ "2" OR WITH (LAST STAT) EQ  
"3") TOTAL OBLIG

25X1A

b. Depress ENTER KEY

c. Terminal will respond by printing the requested data on the screen.



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19. List of work order type contracts comparing obligations to commitments made for work orders, showing the contractor obligation to date and the total cost of orders for each contract.

a. Type on screen.

FOR CODECONTRACT WITH PRESENT WOFY LIST CNAME TDOBLIG\$ WOTOTAL

b. Depress ENTER KEY

c. Terminal will respond by printing the requested data on the screen.

25X1A



20. List of contract planned to be let during a certain time frame, showing CNAME and planned date.

a. Type on screen

FOR CODECONTRACT WITH (LAST STAT) EQ "1" AND WITH ((LAST SDATE) GT "760630" AND WITH (LAST SDATE) LT "761001") LIST CNAME SDATE

b. Depress ENTER KEY

c. Terminal will respond by printing the requested data on the screen.

25X1A



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21. List of contracts to be completed during a certain time frame (90 days) showing CNAME and scheduled completion date.


a. Type on screen

FOR CODECONTRACT WITH ((LAST STAT) EQ "2" WITH (LAST STAT) EQ "3")  
AND WITH ((LAST SCDATE) GE "761001" AND WITH (LAST SCDATE) LE "761231")  
LIST CNAME CSDATE

25X1A

b. Depress ENTER KEY

c. Terminal will respond by printing the requested data on the screen.



22. List of contracts that have been in process over 60 days, showing CNAME, planned date, and requisition #.


a. Type on screen

FOR CODECONTRACT WITH (LAST STAT) EQ "1" AND WITH (LAST SDATE) LT  
"760801" AND WITH PRESENT OBLIG LIST CNAME SDATE REQ

25X1A

b. Depress ENTER KEY

c. Terminal will respond by printing the requested data on the screen.



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23. To display all the project officer reporting data for a specific contract.


a. Type on screen

FOR CODEREPORTS "99\*9999\*001" LIST PODATA

b. Depress ENTER KEY

25X1A

c. Terminal will respond by printing the requested data on the screen.



24. To display all the work order data for specific contract.


a. Type on screen

FOR CODEREPORTS "88\*8888\*801" LIST WODATA

25X1A

b. Depress ENTER KEY

c. Terminal will respond by printing the requested data on the screen.



25. To display all the contractor reporting data for a specific contract.

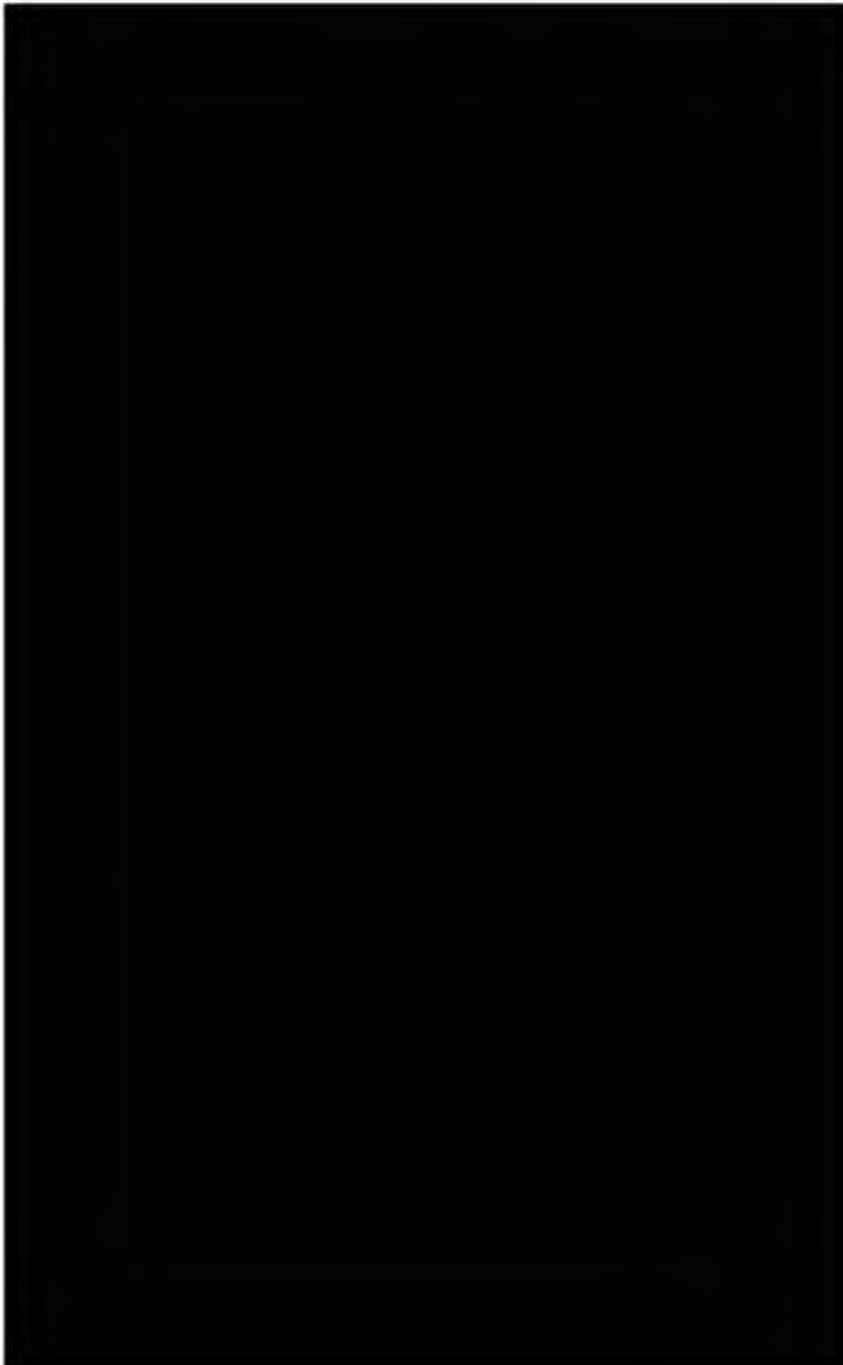
a. Type on screen

FOR CODEREPORTS "99\*9999\*001" LIST CONDATA

25X1A

b. Depress ENTER KEY

c. Terminal will respond by printing the requested data on the screen.



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REQUEST FOR PROCUREMENT SERVICES

FORM 2420

This form is designed to provide the required information pertaining to the procurement request addressed to the Procurement Division of the Office of Logistics or other applicable Contracting Team. The signature of the approving officers on this form constitutes the authority for the implementation of the proposed action. It is mandatory that all Form 2420's for contractual actions be produced by STEPS as the procedure that generates the 2420 also makes checks of the project operating amount, contract committed/obligated funds, and creates data for reports. Upon receipt of the memo requesting commitment of funds or other notification to start the contracting process, but before sending the contract package forward for the required approvals the following actions should be taken:

1. Update the Contract and Reports Files as most of the data required for a 2420 is stored in the STEPS data base.

2. Type in

MENU GEN2420 CODE76 66\*0081\*514 1

Depress ENTER KEY

If any of the following conditions exist the system will stop, give you a warning statement as to the error. The correction must be made before a 2420 can be generated.

a. No Project Operating Amount  
This requires the project file to be updated by entering the POPAMT.

b. Total Project Obligation greater than Project Operating Amount.  
This requires the project file to be updated by entering the reprogramming. To check the project operating amount with the project obligated/committed amount use the following statement.

FOR CODEPROJECT "66\*0081" LIST POPAMT, WHEN FY EQ "76" POBLIG\$,  
WHEN FY EQ "76"

c. No contract commitment/obligation.  
This requires the contract file to be updated by entering the OBLIG.

d. No contractor state  
This requires the contract file to be updated by entering the CSTATE.

e. No sole source.  
This requires the contract file to be updated by entering the SS.

The correction must be made before a 2420 can be generated.

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REQUEST FOR PROCUREMENT SERVICES (CONT'D)

The first part of the 2420 will appear on the screen with all required information stored in the data base printed on the 2420, the information not stored in STEPS may be either typed on the 2420 on the screen before printing it on the TI Printer or be added after printing the form on the TI Printer by typewriter.

There are special instructions for printing this section on the TI Printer and also instructions for generating the 2nd part of the 2420 that appear on the screen at the end of the 1st section of the 2420. There is also an indicator that the data for the reports has been stored.

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DATE OF REQUEST	STEPS date when the form is generated.
OFFICE/DIV/BR	Identifies where the procurement request originates. OFFICE and DIV are STEPS stored data at contract level BR must be typed in by user.
PROJECT/CONTRACT OFFICER	Identifies who will monitor the contractual action. STEPS stored data at contract level.
EXTENSION	Extension of the Project Officer, must be typed by user.
DOCUMENT NO.	CONIF/GAS use.
INPUT DATE	CONIF/GAS use.
TRANS CODE	A code assigned to generate transactions to the obligation data such as establishing, adjusting, changes and cancelling. GAS use STEPS stored data at contract level.
25X1A	
SOC	Sub-object Class identifies category of expense with a CONIF/GAS use STEPS stored data at contract level.
	
PROP FACTOR	Identifies that the obligation amount should be computer generated each month for a specified time. GAS use if required must type in by user.
PROJECT NUMBER	Identifies the responsibility center for capturing budget data and exercising budgetary control. GAS use. STEPS stored data at the contract level.
PROJECT TITLE	Contract title. STEPS stored data at the contract level.
ORN	A number assigned to each obligation by B&F offices. Used as a control to match expenses with obligations. GAS use STEPS stored data at the contract level.
PRIME ORN	Is the major ORN against which sub ORNs are related. Not usually used for contractual actions. GAS use if required must be typed in by user.

REQUEST NO.	This is to identify the procurement actions. CONIF/GAS use. STEPS stored data at the contract level.
FUNDS CERTIFICATION	The Budget Officer's signatures indicates that the funds are available for this contractual action.
CONTRACTOR & ADDRESS	Name and Address of the contractor selected to provide the services required. STEPS stored data at the contract level.
PROPOSAL NO. & DATE	Identifies the proposal. Must be typed in by the user.
CONTRACT & TO NO.	Identifies that this is a change to an existing contract. STEPS stored data at the contract level.
TYPE OF SERVICE REQUIRED	Indicates type of service desired or indicates the transfer of funds to another government agency. STEPS stored data at the contract level.
APPLICABLE ONLY TO REPAIRS AND MODIFICATIONS	If required, must be typed in by user.
CLASSIFICATION AND STERILITY OF THE PROCUREMENT	Indicates security classification of the contract, work, equipment (hardware), reports, all must be typed in by user except sterility and work classification which are STEPS stored data at the contract level.

25X1A

Approved For Release 2002/01/04 : CIA-RDP88R00729R000200170001-8

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# SPECIAL INSTRUCTION FOR PRINTING AND TYPING IN DATA NOT STORED IN STEPS

What is shown in the 2420 as it will appear on the screen in response to your request. To print the 2420 on the TI Printer use the following:

1. Turn TI Printer on.
2. Move the cursor to the top left of the screen, depress the SOM key.
3. Move the cursor down to the first location where data must be typed on the screen. Type in the missing data and continue until all the missing data has been typed on the screen.

## DATA TO BE TYPED IN ON THE SCREEN

- a. Branch of the Division.
  - b. Telephone extension of Project Officer.
  - c. Proposal Number and Date.
  - d. Applicable only to Repairs and Modifications.
  - e. Classified by.
  - f. Association Classification.
  - g. Hardware Classification.
  - h. Reports Classification.
4. Move the cursor down to the first less than symbol (<) depress the SOM key, and inverted arrow will appear on the screen. Depress the PRINT MSG key and the first section will print out on the TI Printer, even though you will not see it on the screen.
  5. Move the cursor under the M of MENU depress the SOM key, move the cursor to the space to the right of the 2, depress the EOM key, an inverted arrow will appear on the screen. Depress ENTER Key.
  6. If \*\*RESEND\*\* appears on the screen repeat step 5 or retype the statement.
  7. The second section of the 2420 will appear on the screen, repeat steps 1 through 4.

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## EXPLANATION OF SECTION TWO 2420

SHORT SUBSTANTIVE TITLE AND/OR DESCRIPTION OF SERVICE TO BE PERFORMED	This is a description of the services to be provided by the contractor. STEPS stored data at the contract level.
APPROVAL	Signatures of the approval authority in accordance with the dollar value of the contract will constitute authorization for the Contracting Officer to proceed with the procurement.
JUSTIFICATION FOR SOURCE SELECTION	In the case of sole source there must be a statement of justification, which must be typed in by the user. STEPS stored data is just an indicator as to whether it is sole source or not. If the contract does not have this indicator, the system will not finish the 2420 until the indicator has been entered at the contract level.
DELIVERABLE ITEMS	Indicate the items to be received as a result of the contract. STEPS stored data at the reports level.
GFE	Government-furnished equipment/property to support the contract. If required STEPS stored data has an indicator at the reports level. Details must be typed in by the user.
SPECIAL INSTRUCTION	Must be typed in by user.

### SPECIAL INSTRUCTION FOR PRINTING AND TYPING IN DATA NOT STORED IN STEPS

What is shown is the 2420 as it will appear on the screen in response to your request. To type in data not stored in STEPS and to print the 2nd section of the 2420 on the TI Printer use the following:

1. Move the cursor to the top left of the screen, depress the SOM key.
2. Move the cursor down to the first location where data must be typed on the screen. Type in the missing data and continue until all the missing data has been typed on the screen.
  - a. Sole source justification.
  - b. List of GFE.
  - c. Special Instructions.
3. Move the cursor down to the end of the 2420 depress the EOM key, an inverted arrow will appear on the screen, depress the PRINT MSG key and the second section will print out on the TI Printer, even though you will not see it on the screen.

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XX  
XX  
XX  
XX  
XX

-----APPROVAL-----			
DESIGNATION	SIGNATURE		DATE
.....	.....		.....
.....	.....		.....
.....	.....		.....

-----PROCUREMENT USE-----			
DATE RECEIVED	RECORDED BY	ASSIGNED TO	NEGOTIATOR
.....	.....	.....	.....
<input type="checkbox"/> UNCLASSIFIED	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> SECRET	<input type="checkbox"/> ..... (SPECIFY)

☐UNCLASSIFIED    ☐CONFIDENTIAL    ☐SECRET    ☐..... (SPECIFY)

1. SUGGESTED SOURCES (ANY SOLE SOURCE RECOMMENDATION MUST INCLUDE A  
SUBSTANTIVE TECHNICAL JUSTIFICATION):

XX



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-----  
2. DELIVERABLE ITEMS:  
REPORTS REQUIRED .. COPIES ☐MONTHLY ☐INTERIM ☐QUARTERLY ☐FINAL

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

-----  
3. GFP REQUIRED:

XXXX

-----  
4. SPECIAL INSTRUCTIONS:

-----  
☐UNCLASSIFIED ☐CONFIDENTIAL ☐SECRET ☐..... (SPECIFY)  
COMPLETED 592372.000 STATUS 2,

NOTE: Xs indicates data stored in STEPS Data Base.

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After the entire 2420 has been printed on the TI generate the APOD for the transaction (See APOD Section) and forward with 2420. The APOD is for the Budget Officer's processing at a later date.

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## INSPECTION REPORTS DUE FOR A CERTAIN MONTH

This form is designed to replace the manual tickle file for inspection reports due. The project officer can fill-in the blanks for the new information, then enter the data into the STEPS data base, next generate for form 1897 (which is required by the Office of Logistics). These forms are designed to be printed on the high speed printer located nearest to the user.

1. Type In

Route\*A

2. Depress ENTER KEY

Terminal will respond with

Statement=123456.123, DATE+01/01/76, TIME=12345,  
USER+MIO Route list established

3. Type in

MENU INSPECTION 7610 CODE (Type in file name in place of CODE)

(This indicates the user wants the inspection reports due in the month of October and year of 1976.)

4. Depress ENTER KEY

The terminal will respond by printing the forms on the screen and a completed statement.

5. Type in one of the following print commands.



(This command actually prints for forms on the high speed printer.)

6. Depress ENTER KEY

The terminal should respond with

111 MESSAGES MOVED TO PSEUDO PRINT QUEUE

Type in

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25X1A

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7. ROUTE

(This stops the printing at the high speed printer.)

8. Depress ENTER KEY

The terminal should respond with

ROUTE LIST DELETED

COMPLETED 123456.123

\* Before starting ROUTE the DAC, 6816, must be notified to start specified printer.

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EXPLANATION OF DATA

TO Identifies the project officer who is monitoring the contract. STEPS stored data.

CONTRACT NO. Number of the contract. STEPS stored data.

OFFICE/DIV Identifies the office and division of the project officer. STEPS stored data.

DATE The date the inspection report is due. STEPS stored data.

INSPECTION REPORT NO. The number of the inspection report. STEPS stored data.

ESTIMATED COMPLETION DATE The scheduled completion of the contract. STEPS stored data.

NAME OF CONTRACTOR Name of contractor. STEPS stored data.

TYPE OF COMMODITY OR SERVICE The title of the contract. STEPS stored data.

THE CONTRACTOR IS ON SCHEDULE Yes or No to be filled in by project officer.

THE CONTRACTOR IS WITHIN FUNDS Yes or No to be filled in by project officer.

PER CENT OF WORK COMPLETED 0 to 100 to be filled in by project officer.

PER CENT OF FUNDS EXPENDED 0 to 100 to be filled in by project officer.

HAS GFP BEEN DELIVERED DURING THIS PERIOD Yes or No to be filled in by project officer.

OVERALL PERFORMANCE OF CONTRACTOR To be filled in by project officer.

<u>Code</u>	<u>Evaluation</u>
0.	Field Name....EVALTR
0	None
1	Outstanding
2	Excellent
3	Very Good
4	Above Average
5	Average
6	Minimum Acceptable
7	Unsatisfactory

NARRATIVE To be filled in by project officer if necessary when interim. Must be filled in when a final report.

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<input type="radio"/> SECRET	<input type="radio"/> CONFIDENTIAL	<input type="radio"/> UNCLASSIFIED
-----		
CONTRACT INSPECTION REPORT		
-----		
TO: XXXXXXXXXX	CONTRACT NO.: XXXXXXXX	
OFFICE/DIV	DATE: XXXXXX	
XXXXXXX	INSPECTION REPORT NO.: X	
	ESTIMATED COMPLETION DATE: XXXXXX	
-----		
NAME OF CONTRACTOR: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
TYPE OF COMMODITY OR SERVICE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
THE CONTRACTOR IS ON SCHEDULE: ... THE CONTRACTOR IS WITHIN FUNDS: ...		
PER CENT OF WORK COMPLETE: ... PER CENT OF FUNDS EXPENDED: ...		
HAS GPP BEEN DELIVERED DURING THIS PERIOD? <input type="radio"/> YES <input type="radio"/> NO		
OVERALL PERFORMANCE OF CONTRACTOR: .....		
-----		
NARRATIVE REPORT		INTERIM
-----		

-----

<input type="radio"/> SECRET	<input type="radio"/> CONFIDENTIAL	<input type="radio"/> UNCLASSIFIED
------------------------------	------------------------------------	------------------------------------

NOTE: Xs indicates data stored in STEPS Data Base.



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## INVERT FILE

The invert file is a temporary file created by the user, but is stored until the user deletes the file. It is recommended that the file be deleted as soon as it has served its purpose as each office (Organization) has only one invert file for all of its users.

The invert file is called CODEPRO (insert your file name for CODE) and has one field for data and two invert IDs (ovcont for contract control number and ovproj for project control number.)

There are six basic steps to invert files.

1. Be sure no other user in your organization is using the invert file.

- a. Type in

USNAP

- b. Depress ENTER KEY

(This will give you a list of all users signed on, if any users in your organization are signed on check with them to see if they are using the invert file.)

2. Be sure the invert file does not contain data.

- a. Type in

LIST CODEPRO (Type in file name in place of CODE)

25X1A

- b. Depress ENTER KEY

- 1) The terminal will respond with the following when there is data stored in the CODEPRO.

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- a) To delete data stored in CODEPRO see 6 a below.
- 2) The terminal will respond with the following when there is no data stored in the CODEPRO.

```
STATEMENT= 614705.000, DATE=02/18/77, TIME=12.2672, USER=COMPT  
NO ITEMS FOR OUTPUT  
COMPLETED 614705.000
```

3. Query to create the invert file.

- a. Type in

```
FOR CODECONTRACT WITH (LAST STAT) EQ "2" OR WITH (LAST STAT) "3"  
INVERT CNAME AS CODEPRO OVCONT
```

(This will create a file with just the cnames and IDs of contracts that are active or extended.)

- b. Depress ENTER KEY

The terminal will respond with

```
STATEMENT=190806.000, DATE=09/17/76, TIME=13.7725, USER=COMPT  
COMPLETED 190806.000 STATUS 264.21
```

4. Order the information in the required sequence.

- a. Type in

```
ORDER CODEPRO
```

- b. Depress ENTER KEY

The terminal will respond with

```
STATEMENT=190832.000, DATE=09/17/76, TIME=13.8023, USER=COMPT  
3095 THE DATE LIST PRO HAS BEEN ORDERED AS SPECIFIED.  
COMPLETED 190832,000
```

5. List the required information.

- a. Type in

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LINK OVCONT TO CODECONTRACT FOR CODEPRO LIST SCDATE LOGCNO

(This will list the scheduled completion date and contract number.)

b. Depress ENTER KEY

25X1A

6. Delete the invert file after it has served its purpose.

a. Type in

E DDATA

b. Depress ENTER KEY

The terminal will respond with

STATEMENT=190929.000, DATE=09/17/76, TIME=13,9011, USER=COMPT

ENTER NAME OF FILE WHOSE DATA IS TO BE DELETED

c. Type in

CODEPRO

d. Depress ENTER KEY

The terminal will respond with

THANK YOU  
7049 CODEPRO DATA DELETED  
COMPLETED 190929.000

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### HIT FILES

Hit-Files are temporary files created by the user and are useable only for the duration of the terminal session, as these files are erased when the user signs off the STEPS data base.

There are a limited number of hit-files, so the user may not always have hit-files assigned. The user is informed at the time of signon the status of hit-files by the following messages.

Message when hit-files are NOT AVAILABLE.

7060 HIT FILES FOR DEVICE DO NOT EXIST. SEE SYSTEMS PERSONNEL  
COMPLETED 817353.000

Message when hit-files are AVAILABLE.

YOUR HIT FILES HAVE BEEN REASSIGNED FROM YOUR LAST SESSION.  
THEIR NAMES ARE: HITAnn AND HITBnn.

If during a terminal session in which the user was informed that hit-files were available but has forgotten the numbers assigned, do a USNAP, the unit number by the users name will be the same as the assigned hit-files.

There are three basic steps to hit-files.

I. Using hit-files as an index

1. Query to create the hit-file.

a. Type in

FOR CONN WITH CONN GT "U" AND WITH CONN LT "V" CREATE HITB42

b. Depress ENTER KEY

The terminal will respond with

STATEMENT=876736.000, DATE=08/19/76, TIME=8,8201, USER=COMPT  
COMPLETED 876736.000 STATUS 1046, 42, 42, 42

2. Order the information in required sequence.

a. Type in

ORDER HITB42

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- b. Depress ENTER KEY

The Terminal will respond with

STATEMENT=876740.000, DATE=08/19/76, TIME=8.8248, USER=COMPT  
3095 THE DATA LIST /HITB42/ HAS BEEN ORDERED AS SPECIFIED.  
COMPLETED 876740,000

- 3. Listing the required information.

- a. Type in

LIST HITB42 JUST

25X1A

- b. Depress ENTER KEY

The terminal will respond with



## II. Using the hit-files as a sub file

- 1. Query to create the hit-file.

- a. Type in

FOR CODECONTRACT WITH DIV EQ "SAD" AND WITH FY EQ "76"  
CREATE HITA42

- b. Depress ENTER KEY

The terminal will respond with

STATEMENT=876736.000, DATE=08/19/76, TIME=8,8201, USER=COMPT  
COMPLETED 876736.000 STATUS 1046,42,42,42

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2. Order the information in required sequence.

a. Type in

ORDER HITA42

b. Depress ENTER KEY

The terminal will respond with.

STATEMENT=876740.000, DATE=08/19/76, TIME=8.8248, USER=COMPT  
3095 THE DATA LIST /HITA42/ HAS BEEN ORDERED AS SPECIFIED.  
COMPLETED 876740,000

3. Listing the required information.

a. Type in

LINK HITA42 TO CODECONTRACT FOR HITA42 LIST CTITLE FY OBLIG\$

b. Depress ENTER KEY

The terminal will respond with

25X1A



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APOD

APODS (All Purpose Obligation Documents) for contract actions can be generated by STEPS as most of the data required for this document is stored in the data base.

A. To display the APODs on the screen enter the following:

1. Type in

MENU APOD

2. Depress ENTER KEY

The terminal will respond with

ENTER CODE:

3. Type in after ENTER CODE:

CODE

4. Depress ENTER KEY

The terminal will respond by printing the APODs on the screen with all the STEPS stored data on the forms, any other data must be filled in after the form is printed on the TI.

B. To have the APODs printed on the high speed printer, which is recommended if there will be a large number of APODS, enter the following:

1. Type in

ROUTE\*A

2. Depress ENTER KEY

The terminal will respond with

STATEMENT=123456,123, DATE=01/01/76, TIME=12345,, USER=MIO  
Route list established.

3. Type in

MENU APOD

4. Depress ENTER KEY

The terminal will respond with

ENTER CODE

5. Type in after ENTER CODE:

CODE

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6. Depress ENTER KEY

The terminal will respond by printing the forms on the screen and a completed statement.

7. Type in one of the following print commands.

25X1A



(This command actually prints for forms on the high speed printer.)

8. Depress ENTER KEY

The terminal should respond with

111 MESSAGES MOVED TO PSEUDO PRINT QUEUE

Type in

9. ROUTE

(This stops the printing at the high speed printer.)

10. Depress ENTER KEY

The terminal should respond with

ROUTE LIST DELETED

COMPLETED 123456,123

\*Before starting ROUTE the DAC, 6816, must be notified to start specified printer.

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# EXPLANATION OF DATA

DOCUMENT NO.	To be entered by Gas Data Base Management Branch upon receipt of APDO.
DATE	To be entered by Gas Data Base Management Branch upon receipt of APDO.
TRANS CODE	A code assigned to generate transactions to the obligation data base such as establishing, adjusting, changing and cancelling obligations. STEPS stored data.
ORN	A number assigned to each obligation by B&F offices. Used as a control to match expenses with obligations. Composed as follows:  2 digit - Office Number 3 digit - Station Number 1 digit - Fiscal Year 6 digit - Sequence Number 2 digit - Suffix  STEPS stored data.
SOC	Identifies category of expense within a major object class, e.g., domestic travel, staff salary, overtime, etc. to satisfy budgetary requirements. STEPS stored data.
PROJ	The last six digits of the FAN. It is a responsibility center for capturing budget data and exercising budgetary control. STEPS stored data.
AMOUNT	The dollar and cents amount of each transaction. Preceding zeros not required.
ACTIVITY No.	A sequential number assigned by Accounts and Analysis Division to identify an activity. Used as a control in matching transactions peculiar to a given General Ledger Account.
TYPE ADVANCE	N/A

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DATE DUE	N/A
PROP. FACTOR	Indicates that the obligation amount should be computer generated each month for a specified time thus alleviating the need for manual input every month.
WHO	This field identifies the person, company, etc. for which an obligation is established., In the case of CONIF obligations the field always contains the word CONIF as the first five characters. STEPS stored data.
WHAT	This field reflects the type or purpose of an obligation. (NOTE: This field feeds the description column of the open obligation activity report, therefore, this field should include any information desired in the description column of the OOR). STEPS stored data.
WHERE	N/A
WHEN	N/A
WHY	N/A
REQUEST NUMBER	This element is only used with obligations dealing with contract actions. It is the request number reflected on Form 2420 and is composed as follows:  2 digit - Office 2 digit - Optional for contracting Office Use 2 digit - FY 4 digit - Sequence Number STEPS stored data.
APPROP. SYMBOL	Identifies the funds citation of the sponsoring Agency and provides the purpose for which the funds are advanced to this Agency. If required manually filled in by Budget Officer.
TENURE	Indicates the number of years an appropriation is valid. If required manually filled in by Budget Officer.
M YEAR	Identifies the Fiscal Year applicable to lapsed or 'M' accounts. If required manually filled in by Budget Officer.
FUNDS CODE	Denotes funds code. STEPS stored data.

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PRIME ORN

In the event that a prime/sub relationship exists on an obligation, the Prime ORN is the Major ORN against which sub ORNS are related. If required manually filled in by Budget Officer.

DATE PREPARED

Date APOD generated by STEPS.

PREPARED BY

STEPS generated.

EXT

Extension to be filled in manually by Budget Officer.

DATE

To be filled in manually by Budget Officer.

Authorized Signature

Signature of Budget Officer.

-----  
ALL PURPOSE OBLIGATION DOCUMENT  
-----

DOCUMENT NO.      DATE

<u>TRANS. CODE</u> -----	<u>ORN</u> ----	<u>SOC</u> ----	<u>PROJ</u> ----	<u>AMOUNT</u> -----
XXX	XXXXXXXXXXXXXX	XXX	XXXXXX	XXXXXXXXXX

<u>ACTIVITY NO.</u> -----	<u>TYPE ADVANCE</u> -----	<u>EXP. CODE</u> -----	<u>DATE DUE</u> -----	<u>PROP. FACTOR</u> -----
.....	....	...	.....	M...

<u>WHO:</u> -----	<u>WHAT:</u> -----
XXXXXXXXXXXXXX	XXXXXXXXXXXXXX

<u>WHERE:</u> -----	<u>WHEN:</u> -----
.....	.....

<u>WHY:</u> -----	<u>REQUEST NUMBER</u> -----
.....	XXXXXXXXXX

<u>APPROP. SYMBOL</u> -----	<u>TENURE</u> -----	<u>M YEAR</u> -----	<u>FUNDS CODE</u> -----	<u>PRIME ORN</u> -----
.....	.....	...	...	.....

<u>DATE PREPARED</u> -----	<u>PREPARED BY</u> -----	<u>EXT.</u> -----	<u>DATE</u> -----	<u>AUTHORIZED SIGNATURE</u> -----
XXXXXXXXXXXXXX	XXXXXXXXXX	.....	.....	.....

NOTE: Xs indicates data stored in STEPS Data Base.

After printing the APOD on the TI or high speed printer the APOD transaction should be deleted from the contract data by the KILLDES Menu (See DELETIONS Section).

The APOD is to be forward with the related 2420 for the Budget Officer's processing at a later date.



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To obtain a contract Inspection Report (Form 1897) enter the following:

1. Type in

MENU POABSTRA 761015 CODE 99\*9999\*999

2. Depress ENTER KEY

Terminal will respond by printing the form on the screen with all of the STEPS stored data on the form, any other data required must be filled in after the form is printed on the TI Printer.

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☐ SECRET

☐ CONFIDENTIAL

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-----  
CONTRACT INSPECTION REPORT  
-----

TO:

CONTRACT NO.: XXXXXXXX  
DATE: XXXXXX  
INSPECTION REPORT NO.: XXXXX  
ESTIMATED COMPLETION DATE: XXXXXX  
-----

NAME OF CONTRACTOR: XXXXXXXXXXXXXXXXXXXX.....  
TYPE OF COMMODITY OR SERVICE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
THE CONTRACTOR IS ON SCHEDULE: XXX THE CONTRACTOR IS WITHIN FUNDS: XXX  
PER CENT OF WORK COMPLETE: XXX PER CENT OF FUNDS EXPENDED: XXX  
HAS AN INTERIM REPORT, FINAL REPORT, PROTOTYPE, OR OTHER END ITEM BEEN  
RECEIVED FROM THE CONTRACTOR DURING THIS PERIOD? ☐ YES ☐ NO  
HAS GFP BEEN DELIVERED DURING THIS PERIOD? ☐ YES ☐ NO  
-----

INCENTIVES  
-----

IS THIS AN INCENTIVE CONTRACT ☐ YES ☐ NO NOTE: USE REVERSE SIDE FOR  
IF YES, CHECK TYPE: ☐ AWARD FEE COMMENTS. FINAL REPORT MUST  
☐ COST ☐ PERFORMANCE ☐ DELIVERY CONTAIN INCENTIVE EVALUATION.  
-----

OVERALL PERFORMANCE OF CONTRACTOR: EXCELLENT  
-----

RECOMMENDED ACTION  
-----

☐ CONTINUE AS PROGRAMMED ☐ WITHHOLD A PAYMENT PENDING  
☐ CLOSE OUT SATISFACTORY PERFORMANCE  
☐ OTHER (SPECIFY)  
IF THIS IS A FINAL REPORT PUT COMMENT ON REVERSE IN NARRATIVE FORM ON  
CONTRACTOR/S PERFORMANCE AND CERTIFY THAT ALL DELIVERABLE ITEMS UNDER THE  
CONTRACT HAVE BEEN RECEIVED. THESE INCLUDE, WHERE APPLICABLE, THE FOLLOWING

ITEM	REC'D	NA	ITEM	REC'D	NA
PROTOTYPES	♦.....♦.....♦		MANUALS	♦.....♦.....♦	
DRAWINGS & SPECIFICATIONS	♦.....♦.....♦		FINAL REPORT	♦.....♦.....♦	
PRODUCTION AND/OR OTHER	♦.....♦.....♦		OTHER GOVERNMENT	♦.....♦.....♦	
END ITEMS	♦.....♦.....♦		PROPERTY	♦.....♦.....♦	

-----

DATE OF LAST CONTRACT WITH CONTRACTOR: .....

SIGNATURE OF INSPECTOR: EXTENSION OFFICE/DIV

..... OSI/PST

SIGNATURE OF APPROVER: .....

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<input type="checkbox"/> SECRET	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> UNCLASSIFIED
-----		
NARRATIVE REPORT	FINAL	
-----		
XX		
XX		
XX		
XX		

<input type="checkbox"/> SECRET	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> UNCLASSIFIED
-----		

COMPLETED 591726.000      STATUS 1,

NOTE: Xs indicates data stored in the STEPS Data Base.

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All deletions are made by the Data Base Manager except project description, (PROJDES), contract description, (CONDES) and day obligations (DAYOBLIG) which the user may delete via the KILLDES MENU.

- a. The entire project or contract description may be deleted and a new description entered at the discretion of the user.
- b. Day obligation (DAYOBLIG) are to be deleted only after the budget officer or other office designated user has determined that the data is no longer required.
- c. In order to bring the KILLDES MENU to the screen for data to be deleted enter the following:

1. Type in

E GETMENU KILLDES

2. Depress ENTER KEY

The terminal will respond with

MENU KILLDES

#### ERASURE PROCEDURE

This procedure will erase values from the data base. Any office may use it. Which of the following do you wish to delete? (Make one check in column 1 and fill in remaining blanks on the same line)

CONTRACT DESCRIPTION:  
PROJECT DESCRIPTION:  
ALL APOD OBLIGATIONS:

CONTROL NUMBER:...-.....-....  
CONTROL NUMBER:...-.....-....  
FY:..

What is your file code:  
STATUS 1,0  
COMPLETED 70910.000

(Must be filled in)

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DATA EXPLANATION

1. To delete a project description the following data must be entered or no action will be taken:

- a. Enter X in the blank after PROJECT Description.
- b. Enter the Project Control Number.
- c. CODE must be entered after WHAT IS YOUR FILE CODE?
- d. Depress ENTER KEY
- e. When entry is completed the following statement will appear at the bottom of the menu:

\$B(2) NUMERIC 0  
"Project Number" updated

COMPLETED 123456,123 STATUS 1

- f. Exit from menu is automatic. Continue with terminal session or signoff the STEPS data base.

2. To delete a contract description the following data must be entered or no action will be taken:

- a. Enter X in the blank after CONTRACT DESCRIPTION.
- b. Enter the Contract Control Number.
- c. CODE must be entered after WHAT IS YOUR FILE CODE?
- d. Depress ENTER KEY
- e. When entry is completed the following statement will appear at the bottom of the menu:

\$B(2) NUMERIC 0  
"Contract Number" updated

COMPLETED 123456,123 STATUS 1

- f. Exit from menu is automatic. Continue with terminal session or signoff the STEPS data base.

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3. To delete day obligation (DAYOBLIG) data the following data must be entered or no action will be taken:

- a. Enter X in the blank after ALL APOD OBLIGATIONS.
- b. Enter the FY related to the funds.
- c. Code must be entered after WHAT IS YOUR FILE CODE?
- d. Depress ENTER KEY.
- e. When entry is completed the following statement will appear at the bottom of the menu:

APOD OBLIGATIONS DELETED  
"Contract Number" UPDATED.

COMPLETED 123456,123 STATUS 1

- f. Exit from menu is automatic. Continue with terminal session or signoff the STEPS data base.



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